

Trauma Support Services of North Texas
Job Description: Volunteer Coordinator
(Contract Position – 10 hrs/week)

QUALIFICATIONS:

Bachelor's Degree in business administration, human resources, social studies or relevant field and/or experience in a similar position; Experience in volunteer recruitment and management; Working knowledge of databases and MS Office; Excellent oral, written, listening and interpersonal communication skills; Excellent organizational skills; Attention to detail; Ability to work independently as well as with a team

REPORTS TO: Executive Director

RESPONSIBILITIES:

- Source and recruit volunteers through various platforms (social media, internet job boards, etc.)
- Develop, promote, and maintain a wide range of volunteer opportunities within the organization
- Survey staff regularly to assess needs for volunteer assistance
- Maintain Volunteer Service Descriptions for each volunteer assignment
- Ensure volunteers are staffed to support the various areas of operations
- Coordinates all volunteer schedules
- Conduct and/or arrange for volunteer orientation and training
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Host and attend recruiting events within the community to attract qualified candidates
- Develop and maintain relationships with other volunteer organizations within the area
- Act as a single point of contact for communications
- Serve as a public advocate and educator in the community, marketing TSSNT's mission and education about the impact of trauma on the individual and community