



Position Description *Volunteer Coordinator*

Summary:

The Volunteer Coordinator is responsible for the organization and management of the volunteers. The position supervises the work of any paid or volunteer assistance assigned to this department. The position reports directly to the President and is a member of the Leadership Team

Responsibilities:

Working with the Leadership team, the Volunteer Coordinator is responsible for managing the recruitment, retention, and recognition of volunteers. This also includes any internships or students from educational institutions.

Specific tasks and responsibilities include:

- Recruit volunteers
- Review applications, interview applicants, and check references.
- Provide orientation to volunteers: Exalta Health mission, work expectations, tour and introductions.
- Implement volunteer policies and procedures
- Maintain and update the Volunteer Manual on computer.
- Coordinate volunteer schedules maintaining contact with supervisors.
- Coordinate volunteer appreciation efforts.
- Maintain records of professionals concerning accreditation and licensing.
- Maintain database of volunteer time.
- Facilitate communication with appropriate schools for internships
- Report monthly on volunteer hours and numbers of volunteers
- Survey volunteers determining satisfaction on a regular schedule
- Facilitate the annual review and evaluation of volunteers.
- Assign and supervise the work related to volunteer management performed by paid and volunteer assistants.
- Other duties or projects as assigned.

Qualifications:

- A Christian in agreement with the Statement of Faith
- Experience with management
- Experience in a health setting, preferred
- Experience with volunteer management in a non-profit
- Excellent interpersonal skills
- Ability to be organized but also can adapt to unexpected change.
- Excellent verbal and written communication skills.
- Ability to perform basic computer skills and maintain a data system