



Volunteer Coordinator Job Description

OneOC is proud to partner with Family Assistance Ministries in the recruitment of the Volunteer Coordinator position.

JOIN OUR TEAM:

Family Assistance Ministries (FAM) is seeking a passionate and dedicated individual to join our upbeat and collaborative team as a Volunteer Coordinator. Join FAM and you will make a genuine impact on the lives of at-risk individuals in your community every day.

ORGANIZATION OVERVIEW:

FAM is an interfaith, nonprofit organization that served **30,187** unique people last year. Our mission is to assist those in need in Orange County with resources for food, shelter, and personalized supportive counsel and aid, helping clients bridge the gap from dependency to self-sufficiency. Our proven success model focuses on the root cause issues to deliver long-term results that change lives and our community for the better. FAM relies on our 2000-plus volunteers to help us fulfill our mission and make an incredible impact on the lives of our clients.

POSITION SUMMARY:

The successful **Volunteer Coordinator** candidate will report to the Resource Manager and will be responsible for creating a vibrant and engaged volunteer community within FAM by recruiting, training, and managing volunteers to support our organization's mission. This role requires excellent communication skills, strong organizational abilities, and a deep commitment to fostering a positive and inclusive volunteer community ensuring a seamless and rewarding experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Volunteer Recruitment:

- Develop, lead, and implement volunteer recruitment strategies to attract a diverse pool of volunteers.
- Utilize various platforms, including social media, community events, and outreach programs, to promote volunteer opportunities.
- Interview potential volunteers to ensure alignment with organizational values and objectives.
- Complete required background checks and reference verifications in compliance with State regulations.



OneOC Recruitment Services
www.OneOC.org

Onboarding and Training:

- Conduct orientation sessions for new volunteers to introduce them to the organization's mission, values, and expectations.
- Provide ongoing training and support to volunteers to ensure they are well-equipped to fulfill their roles effectively.

Volunteer Placement:

- Match volunteers with appropriate roles based on their skills, interests, and availability.
- Collaborate with department heads to identify volunteer needs and opportunities and align volunteer efforts with organizational goals and objectives.

Communication and Engagement:

- Foster positive relationships with volunteers through regular communication utilizing various platforms and recognition programs.
- Address volunteer inquiries, concerns, and feedback promptly and effectively.

Record Keeping:

- Maintain accurate and up-to-date records and volunteer information, hours worked, and achievements.
- Generate reports on volunteer activities for internal and external reporting purposes.
- Maintain an organized schedule for shifts, assignments, and events.

Event Coordination:

- Plan, coordinate, and support all volunteer program activities.
- Organize volunteer appreciation events, recognition ceremonies, and other activities to celebrate the contributions of volunteers.
- Collaborate with other staff members to integrate volunteers into organizational events and programs.

Policy Adherence:

- Ensure that volunteers adhere to organizational policies, procedures, and ethical standards.
- Provide guidance and support to volunteers in understanding and following established guidelines.
- Ensure safe and secure environment.





OTHER DUTIES AND RESPONSIBILITIES:

- Support the warehouse team on the floor and conduct tours as needed.
- Drive personal vehicle to events and support events team occasionally.
- Assist with other duties as assigned on a regular or occasional basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong organizational and multitasking skills.
- Excellent customer service, interpersonal, and communication skills.
- Ability to work independently and collaboratively as part of a team.
- Works well with diverse groups of people.
- Ability to learn and be proficient in volunteer management software and other resource tools.
- Ability to present effective and compelling messages to individuals, groups, and the public.
- Commitment to the mission and values of FAM.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in a relevant field or equivalent work experience.
- Previous experience in volunteer coordination or a related field preferred.
- Previous experience in event planning and community engagement preferred.
- Proficient in Microsoft Excel, Word, and PowerPoint.
- Proficient in VOMO volunteer software preferred.

COMPENSATION:

This is a full-time, onsite position with a compensation ranging from \$21 - \$23 per hour commensurate with experience. Typical hours would be Monday through Friday, 8:30 a.m. to 5:00 p.m. with occasional attendance at evening and weekend offsite events required.

Benefits include health, dental, and vision insurances, paid time off, and 401K retirement plan.

TO APPLY:

If you are interested in being considered for this position, please forward your resume and optional cover letter to sbrooks@oneoc.org. Any resumes sent, or telephone calls made to FAM will be redirected to OneOC.

FAM is an equal opportunity employer and encourages candidates from all backgrounds to apply.



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