



Volunteer Coordinator Job Description

The Volunteer Coordinator will advance the mission of Veterans Guest House by building, managing, and sustaining a strong and compassionate volunteer program. You will be responsible for recruiting, training, scheduling, and supporting volunteers who provide essential services to veteran families while also representing VGH in the community at community outreach events and volunteer fairs.

Pay Range: \$47,000 to \$52,000 per year

Volunteer Program Management

- Oversee the day-to-day operations of the volunteer program.
- Recruit, screen, onboard, and retain a diverse and reliable volunteer base.
- Ensure all volunteers are properly trained, oriented, and aligned with VGH policies and values.
- Match volunteer skills and interests with organizational needs.
- Develop and maintain volunteer schedules to ensure consistent coverage across programs.
- Monitor and evaluate volunteer performance and program effectiveness.
- Create opportunities for volunteer training and continuing education.

Volunteer Engagement & Support

- Foster a positive and meaningful volunteer experience with ongoing communication and recognition.
- Provide daily supervision, guidance, and support to volunteers.
- Address concerns, resolve conflicts, and ensure a safe and respectful environment.
- Plan the annual Volunteer Appreciation Party and other recognition efforts.

Community Outreach & Recruitment

- Promote volunteer opportunities to the community to meet growing organizational needs.
- Build relationships with local organizations, businesses, and service groups.
- Represent VGH at community outreach events and volunteer fairs.

Administrative Duties

- Oversee volunteer database and tracking systems.
- Maintain accurate records of volunteer hours, participation, and contributions.
- Prepare reports on volunteer engagement, hours, and program outcomes.

Qualifications

- Previous experience in volunteer coordination, nonprofit work, or related field preferred.
- Strong interpersonal and communication skills with the ability to build meaningful relationships.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office and database management systems.
- Experience with donor or volunteer software preferred.
- Compassionate, patient, and service-oriented mindset.