



JOB TITLE **Volunteer Program Assistant**

PURPOSE The Volunteer Program Assistant will assist the Volunteer Coordinator in the coordination of the agency’s Volunteer Program. This position will assist with the recruitment, training, and placement of agency volunteers. The Volunteer Program Assistant will assist with the administration of all systems which record and report on the function and the outcomes of the volunteer program.

COMMITMENT Monday – Friday, 10 - 40 hours per week

- DUTIES**
- Responsible for data entry of all volunteer data, including monthly time sheets, trainings, job assignments and biographical information using Raisers Edge software.
 - Assist with the maintenance of a volunteer handbook. Keep a stock of handbooks for distribution.
 - Act as alternate liaison between volunteers and staff when the Volunteer Coordinator is unavailable.
 - Serve as an additional contact for volunteer inquiries.
 - Assist coordination of monthly “Solid as a Rock” volunteer recognition.
 - Assist with implementation of volunteer satisfaction survey once a year.
 - Assist with staff trainings around working with volunteers.

- QUALIFICATIONS**
- Excellent administrative skills.
 - Skilled user of MS Office and Raisers Edge Software.
 - Ability to learn quickly.
 - Excellent writing skills.
 - Ability and desire to encourage, support and acknowledge volunteers.
 - Ability to communicate effectively.
 - Able to manage projects independently and to report outcomes effectively.
 - Support agency mission and goals.
 - Creative, flexible, and open to new ideas.
 - Experienced volunteer.

**REQUIRED
TRAININGS**

- Complete computerized HIPAA training **prior to starting**
- New Worker Orientation