



JOB DESCRIPTION DIRECTOR OF VOLUNTEERS

QUALIFICATIONS

- Ability to recruit, hire, train, supervise and retain qualified and diverse volunteers to serve children of all ages with varying abilities
- Experience in the nonprofit sector
- Experience researching, identifying, and coordinating outreach strategies to cultivate volunteer relationships with corporations, professional associations, and community organizations
- Ability to work well under pressure and in fast-paced environment
- Confidence and poise to initiate contact and establish relationships with community organizations (on the phone and in person), with the goal of successfully recruiting qualified volunteers
- Ability to establish and maintain effective working relationships with volunteers, community groups, and medical agencies
- Capacity to oversee volunteer record management to ensure accuracy, confidentiality, and security of all required documentation
- Capacity to plan, schedule, and assist Camp Director with aspects of Volunteer Staff Trainings throughout the year
- Ability to help implement volunteer recognition program
- Desire and ability to work with children and adults outdoors
- No hesitations about working with children or adults living with HIV or AIDS or variant gender identity
- Capacity to successfully multitask and effectively prioritize projects
- Ability to complete tasks and projects with accuracy, paying close attention to all details and meet deadlines
- Resourcefulness to resolve problems independently, identifying a variety of possible solutions and utilizing all available resources
- Ability to meet assigned deadlines
- Possess excellent time-management and organization skills
- Ability to take initiative and work independently with little supervision
- Creativity to produce a variety of marketing materials (e.g. fliers, newsletters, etc.)
- Positive communication, and support skills with volunteers and all stakeholder
- Excellent written and verbal communication skills (e.g. excellent grammar)
- Ability to deal with conflict and challenge in a manner that produces positive results
- Capacity to accept guidance and supervision
- Ability to maintain a professional and confidential manner at all times
- Ability to solicit in-kind donations from community businesses and organizations
- Pleasant and professional telephone manner
- Enthusiasm, sense of humor, and patience
- Outstanding character and integrity
- Possess strong work ethic
- Good driving record and valid auto insurance
- Macintosh literate with proficiency in Excel and Word and database (Salesforce)
- Prior camp experience a plus

RESPONSIBILITIES

Volunteer Director is responsible for all matters pertaining to recruitment, hiring, training, supervision and administrative issues for The Laurel Foundations' volunteer programs. This position performs confidential and administrative assignments pertaining to job responsibilities.

RESPONSIBLE TO: Camp Director/CEO



DUTIES

Duties related to the job include, but are not limited to, the following:

ADMINISTRATIVE:

- Processes all volunteer applications and related materials in a timely manner, accurately managing and tracking all data
- Recruit, hire, train and supervise all volunteer staff
- Complete all tasks and duties on Pre-camp checklist prior to camp session (e.g. menus, transportation arrangements, etc.)
- Update and enhance volunteer application and related materials annually
- Compile and prepare special reports/evaluations/applications/presentations related to job responsibilities
- Conduct the necessary research and compile appropriate documents, files, correspondence, etc.
- Create marketing material related to volunteer program (recruitment flyers, social media posts etc.
- Manage all Social Media accounts as it relates to volunteers
- At the request of management, perform various independent projects when needed.
- Ensure a positive administrative experience for volunteers

VOLUNTEERS: Responsibilities include, but are not limited to:

- The recruitment, hiring, training and supervision of qualified volunteers (medical staff, camp counselors and lay volunteers).
- Increasing quantity and quality of volunteers recruited and meeting volunteer recruitment goals
- Recruitment of volunteers from various backgrounds who are ethnically and culturally diverse
- Nurturing enthusiastic and dedicated volunteer staff
- Assist Camp Director with volunteer training as needed
- Plan and organize volunteer appreciation events

PROGRAM: Recruit volunteers for fundraising events

Responsible for all Pre-camp administrative work as it pertains to volunteers. This includes, but is not limited to:

- Ensuring all preparations for each camp program are completed as assigned and in a timely manner (volunteer carpool lists, carpool training, bus lists, ACA volunteer documents etc.)
- Ensure all documents for ACA standards are complete as it pertains to volunteers
- Schedule volunteer feedback surveys and focus groups.

DEVELOPMENT PLANNING:

Assists with fundraising event planning as needed

SALARY:

This position is a salary position with an annual salary of \$64,500.