



VOLUNTEER COORDINATOR

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to improve the health of people and neighborhoods by investing in quality affordable housing, healthy food, educational opportunities, and community building. We envision thriving, connected communities with sharing economies, where people are valued, talents are multiplied, and neighbors live healthy, nourished lives full of opportunity.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily with or without accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

- Collaborate with other staff members to communicate volunteer opportunities and recruit new volunteers.
- Assess and monitor program needs and develop appropriate volunteer activities. Maintain a list of projects that require volunteer help and match them with appropriate volunteer groups. Maintain volunteer calendar and update group opportunities.
- Work with program managers to train volunteers, coordinate schedules and manage projects. Educate and train team members in effective volunteer management strategies.
- Build relationships with civic, business, and religious partner organizations to utilize volunteers.
- Screen all new volunteers and match them with opportunities that best fit their skills and interests.
- Welcome and provide a Matthew 25 orientation to all new volunteers and volunteer groups to ensure that they understand their responsibilities and receive the proper training for a successful experience. Ensure best onboarding practices for volunteers, including training and program overview
- Regularly check-in with volunteers to seek feedback about their experience and adjust as necessary. Conduct evaluations and measure outcomes of volunteer experiences
- Create opportunities to recognize outstanding volunteers and celebrate their accomplishments.
- Work with Community Building Director on long-term volunteer engagement strategy and related community building activities.
- Work with Development and Communications team to execute volunteer marketing strategy and in stewardship of volunteers as long-term supporters and donors.
- Lead volunteer groups on a variety of projects such as urban farm maintenance, basic home repairs (like painting), and event preparation.

- Manage large initiatives that involve multiple volunteer groups and 100+ volunteers in a day, such as Day of Caring and Transform Week.
- Maintain accurate volunteer records, such as hours worked, emergency contact information, etc.
- Maintain volunteer database in Bloomerang Volunteer.
- Maintain and develop strong risk management guidelines and processes
- Understand, demonstrate and promote Matthew 25's values.
- Regular attendance as determined with your leader.
- Other duties as assigned.

SKILLS AND ABILITIES (include but are not limited to the following)

- Commitment to the organization's mission.
- Caring about economically challenged people and neighborhoods. Ability to work with a variety of individuals from different backgrounds.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Optimistic perspective seeing the possibility and potential in people and places.
- Strong written and verbal communication skills with prevalent professional demeanor.
- Ability to mentor, train, motivate, direct, and empower team.
- Ability to develop personnel to support present and future operations.
- Detail oriented.
- Excellent planning and organizational skills.
- Ability to work in fast paced, rapidly changing environment.
- Analytical skills to identify and resolve problems in a timely manner.
- Exhibit sound and accurate judgment. Strong ethical decision-making abilities.
- Ability to handle sensitive and confidential situations and documentation.
- Ability to work effectively across departmental teams.
- Demonstrated ability to learn and apply new approaches.
- Maintain professional technical knowledge.
- Proficient in Microsoft Office Suite Products and ability to learn new systems quickly.

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- Bachelor's degree or equivalent in experience in communications or a relatable field required.
- Previous experience in volunteer coordination preferred.
- Valid driver's license for occasional travel required.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit an average of 7-8 hours per workday.
- Stand an average of less than one hour per workday.
- Walk an average of less than one hour per workday.
- Bend/Stoop – Rarely (1-2 times/day).
- Squat – Rarely (1-2 times/day).
- Reach above shoulder level – Rarely (1-2 times/day).
- Up to 10 lbs of weight carried – Occasionally (1-4 times/hour).
- Up to 10 lbs of weight lifted – Occasionally (1-4 times/hour).

- Hands used for repetitive action: Fine Dexterity (i.e., .typing, writing, filing) – Constant (greater than 25 times/hour).