

Orange Duffel Bag Foundation
Volunteer Coordinator
Job Description

The Volunteer Coordinator shall be responsible for the following:

- Collect and enter data on existing volunteers
- Facilitate initial communication with prospective volunteers and guide them through the application process
- Send welcome notification upon receipt of a satisfactory application accompanied by letters from officers welcoming the volunteer to the team
- Store a copy of the standard volunteer application on all volunteers
- Store copies of additional applications, such as Youth Advocate, where applicable
- See that background checks are performed on volunteers in specified roles and track the results of these investigations. (actual checks may be managed by others as designated by officers)
- Notify applicants and appropriate department leaders of background check results
- Coordinate scheduling of volunteers as requested by department and event leaders
- Provide information to leaders regarding volunteers who might assist them in their areas
- Maintain volunteer status as active or inactive
- Coordinate with department heads regarding volunteer orientations or training
- Communicate with all volunteers at regular intervals with information gathered from other leadership
- Develop and implement processes for tracking volunteers' time and duties
- Recruit and direct volunteers as needed in fulfillment of these responsibilities

The Volunteer Coordinator shall assist other leadership with the following:

- Find and recruit additional volunteers
- Integrate new volunteers into the working organization
- Discipline or dismiss inappropriate volunteers
- Volunteer rewards and recognition

**Orange Duffel Bag Foundation
Assistant Volunteer Coordinator
Job Description**

The Volunteer Coordinator shall be responsible for the following:

- Shall assist the Volunteer Coordinator in all duties listed above.