

Irvine 2/11 Marine Adoption Committee, Inc. 17595 Harvard Ave, Suite #C2270, Irvine 92614 www.lrvine211Marines.org, Irvine211@yahoo.com a 501(c)(3) tax exempt organization, EIN#26-2790567

VOLUNTEER COORDINATOR

A key contributor for the organization, this role has never been filled by a single individual. There are a wide variety of responsibilities of a volunteer coordinator and a person in this role has to wear many hats.

Role & Responsibilities:

Volunteer Recruitment

- Devise and implement volunteer recruitment strategies to reflect diversity of CCS membership and community.
- Maintain records of volunteer talents/interests, matching to organizational needs. Direct volunteers to appropriate personnel.
- Publicize volunteer opportunities throughout the community.
- Respond to inquiries from volunteers and other organizations.

Volunteer Training/Evaluation and Staffing.

- Perform screening procedures for all volunteers.
- Develop and conduct training for volunteers.
- Meet regularly with volunteers to inform them of opportunities and resources.
- Work with school principals to create and maintain list of needs.
- Evaluate volunteer program to ensure organizational needs and standards are being met.
- Develop and maintain an up-to-date volunteer database and tracking system.

Volunteer Retention

- Ensure volunteer needs are met, including additional training, necessary forms, etc.
- Organize annual volunteer appreciation event and extend appropriate thanks/benefits (this includes administrative aspects of staff card creation/distribution).

Staff Relationships

- Participate in staff meetings/decision-making to provide leadership and accountability for meeting CCS goals for volunteers.
- Stay abreast of new volunteer opportunities, partnerships, or grants

Reporting

- Prepare and deliver written reports to the Assistant Superintendent.
- Represent CCS and its volunteer program positively in the local community.

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