Meals on Wheels San Diego County
Volunteer Coordinator

Job Title: Volunteer Coordinator
FLSA Status: Non-Exempt
Division: Programs

A key role for volunteer coordinator is matching the skills, experiences and expectations of volunteers to available positions within Meals on Wheels San Diego County.

Position Summary:
Under the supervision of the Project Director, the Volunteer Coordinator is responsible for the recruitment, screening, placement and training of volunteers throughout Meals on Wheels San Diego County (MOWSDC). Additionally, in collaboration with Service Center Managers, as well as the Meals on Wheels Development Manager, Events & Social Media, the Volunteer Coordinator will provide volunteer supervision, coordination, scheduling and track report units of volunteer service.

Duties and Responsibilities:
- Identify specific volunteer opportunities within MOWSDC and develop appropriate volunteer opportunity descriptions.
- Recruit volunteers through a wide spectrum of sources (i.e. senior centers, religious and service organizations, corporate groups, service organizations, social media and community boards).
- Develop and cultivate company & organization contacts to increase number of volunteers.
- Develop recruitment materials, such as brochures and fliers with Marketing staff.
- Monitor the accuracy and completion of background checks.
- Improve use of ServTracker Volunteer module.
  - Train Service Center staffs on the data base system.
  - Develop tools and instruments to track volunteer activities and time given to agency activity. Gather and report data on a monthly basis.
  - Assist in maintenance of the volunteer database and records.
- Develop ongoing plans for volunteer retention and replacement.
- Develop an orientation kit, volunteer handbook or introductory programs.
- Schedule and implement orientation meetings.
- Arrange additional training and education opportunities as needed.
- Train and assess the use of technology (mobile devices) to increase efficiency of volunteer force.
- Assist in rostering and organizing volunteers.
- Delegating projects and tasks in coordination with management.
- Work with management on developing ways to recognize and reward volunteer efforts.
- Assist in volunteer communications such as social functions, newsletters or social media.
• Manage any associated budgets and expenditure.
• Communicate with people from diverse backgrounds.
• Develop and maintain liaisons with other volunteer agencies.
• Attend appropriate training programs and meetings.
• Additional duties as assigned by supervisor.

Qualifications
• Bachelor’s Degree or two years of college and two years demonstrated experience working with aging populations.
• Strong verbal, written, clerical, organizational and problem solving skills
• Previous training or teaching skills a plus.
• Bilingual (English/Spanish) a plus.
• Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging and constantly changing environment.
• Excellent computer and technology (mobile application) skills.
• Excellent interpersonal skills.
• Ability to work independently and problem solve.
• Demonstrated understanding of the challenges facing aging populations.

All employees: valid drivers license and insurance; ability to lift 35 pounds with or without special accommodations.

Note:  This position is considered “Salaried Non-Exempt” by the Fair Labor Standards Act.  This organization reserves the right to revise or change duties and responsibilities as the need arises.  This job description does not constitute a written or implied contract of employment.  Meals on Wheels San Diego County is an “at-will” employer.  Criminal background check, fingerprinting and bonding is required.