## I. Purpose

The Volunteer Coordinator is responsible for strengthening existing volunteer programs and building new ones. The Volunteer Coordinator will serve as an internal consultant providing support to the Volunteer Committee, volunteer leaders and the staff on volunteer recruitment, retention, and recognition. S/he will also be responsible for the timely and efficient collection, analysis, and reporting of volunteer data.

##### II. Accountability

This position is accountable to the Deputy Executive Director.

##### Responsibilities

1. RECRUITMENT: Oversee the recruitment, screening, orientation and placement of volunteers.
   1. The Volunteer Coordinator will plan and implement strategies for volunteer recruitment, screening, orientation, placement and training. Develop and implement the means for tracking volunteer records and reporting volunteer results and statistics and designing assessment tools to collect volunteer satisfaction data for short term and long term program enhancement.
2. MANAGEMENT: Maintain all aspects of volunteer programs to ensure effectiveness, and implement changes as appropriate.
   1. In conjunction with the Volunteer Committee, determining the overall volunteer program policies and procedures and assuring that up-to-date written guidelines are implemented. Maintaining effective communications with volunteer leaders and staff to provide advice and counsel as needed
   2. Serving as risk management officer for the volunteer program. Including providing workman’s comp for volunteers, enhancing and improving the communication methods with volunteers regarding insurance policies and updating risk manages policies and procedures
   3. Responsible for the overall volunteer program policies and procedures and ensure that up-to-date written guidelines are implemented.
   4. Maintain job descriptions for each volunteer position, and service records for each volunteer assignment.
   5. Establish and manage volunteer records; and the reporting of volunteer results and statistics.
   6. Oversee the bi-annual collection of volunteer hours.
   7. Develop, manage and distribute volunteer forms used by the organization, and those required by government agencies.
   8. Facilitate the distribution of information relevant to volunteers.
   9. Submit regular reports to the ATC member club.
   10. Working with the Volunteer Committee, develop and oversee the Volunteer Committee annual plan and budget.
   11. Maintaining the Volunteer Web pages and creating content for the Trail Conference website
3. RECOGNITION: Develop, manage and participate in the organization’s volunteer retention and recognition programs and events.
   1. Responsible to design, procure and coordinate the nomination and distribution of volunteer recognition awards and gifts. Determine recipients of recognition awards.
   2. Maintain accurate service records and provide timely statistical and activity reports on volunteer participation, and award distribution.
   3. Identify opportunities for volunteer recognition and publication.
4. DATA MANAGEMENT: Develop and manage effective and efficient data and information processes to support the needs of the Trail Conference.
   1. Ensure effective and efficient data/information processes to support the TC: including accurate and timely data capture.
   2. Keep all volunteer contact, assignment and trails-related data accurate and up to date.