

Job Description: Community Volunteer Coordinator

November 20, 2016

Scope:

Enhance the effectiveness of small-scale non-profit organizations in the Nehalem Bay area of Tillamook County, Oregon by recruiting, referring, coordinating, and facilitating the effective, practical use of volunteers in those organizations.

Duties:

- Clarify needs for volunteers by participating organizations
- Create & manage data base of potential volunteers, including posting updates
- Work with partners to create and manage a webpage and include links for potential volunteers to search volunteer opportunities in participating organizations
- Create brochure, initiate other outreach efforts
- Educate organizations regarding effective use of volunteers
- Educate individuals re health benefits of volunteerism

Qualifications:

Experience with:

- Volunteer management
- Data base development and management
- Excellent communication and interpersonal skills
- Ability to “coach” organizations’ leadership about working with volunteers
- Flexibility in responding to diverse situations, groups, and individuals
- Experience/history living within the communities of the Nehalem Bay area

Compensation and work load

\$15,000/year for 15 hours work/week plus expenses

The job will be on a contract basis with Fulcrum Community Resources

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