



## Volunteer Job Descriptions

**Title:** Volunteer Coordinator

**FLSA Status:** Exempt

**Department/Program:** Programs

**Job Family:** Full-time

### General Summary:

There's something truly special about volunteering with Mentors, Inc. As a volunteer, you not only have the opportunity to make a difference in the DC community, but also join a family of dedicated individuals who are committed to developing long-lasting professional relationships.

Founded in 1987 by a parent and a principal, Mentors, Inc. is the only citywide, one-on-one mentoring program for D.C. high-school students. The Catalogue for Philanthropy has named us one of the "Best Small Charities" for three years in a row. For more than 22 years, Mentors, Inc., has paired at-risk students in D.C.'s public and charter high schools with caring, professional adults who support their efforts to graduate from high school, attend college, and prepare for life as successful adults who contribute to their communities.

This is an exciting time for Mentors, Inc. as we seek volunteers who are enthusiastic about our mission and want to contribute professional skills to our organization. If you're passionate about supporting youth development through mentoring and contributing your skills to a small-dynamic team, apply for our internship program!

### To Apply:

Please send an application, cover letter, and resume to [fkaldun@mentorsinc.org](mailto:fkaldun@mentorsinc.org). Put Volunteer Coordinator in the subject line. All application items must be submitted as a complete package for consideration. All volunteer applicants must complete a criminal background check prior to the date of employment.

**Reports to:** Programs Manager

### Job duties:

The volunteer coordinator is responsible for assigning and supervising volunteer efforts as well as intake and screening for new volunteers. The volunteer coordinator believes in the Mentors, Inc. mission, exhibits excellent interpersonal communication and organizational skills, and the ability to accomplish projects with little supervision.

**Responsibilities:**

- Promote opportunities, manage volunteer database, assign and supervise volunteers.
- Ensure volunteers are staffed to support the various needs of the organization, to include mentor trainings, annual events, fundraising, and social media/communications.
- Conduct and/or arrange for volunteer orientation and training.
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate.
- Maintain records and provide timely statistical/activity reports on volunteer participation.
- Host and attend recruiting and community events (mixers, workshops, fairs, etc.) within the community to attract qualified candidates.
- Develop and maintain relationships with other volunteer organizations.
- Provide support, volunteer issue resolution and guidance; promote cooperation/interest.
- Facilitate distribution of information relevant to volunteers.
- Maintain schedule of opportunities that need to be staffed by volunteers.
- Work proactively with staff to provide accurate information and assistance to volunteers.

**Qualifications:**

- Associate or bachelor's degree from an accredited college/university required

**Knowledge, Skills and Attributes:**

- Applicants must have strong verbal communication skills and possess the ability to collaborate with a variety of adult and youth personalities.
- Candidates should possess strong attention to detail.
- Applicants should be self-motivated, possess good organizational skills, detail-oriented, ability to prioritize, as well as multi-task and meet deadlines.
- Candidates should be proficient in Microsoft word, Microsoft Excel and other Microsoft Office programs.
- Must be positive and enthusiastic, proactive, high initiative, and flexible.
- Ability to work well in small collegial office setting and commit to confidentiality requirements.
- Experience with database management a plus.
- Understanding of mentoring programs and/or youth education. Understanding of Mentors, Inc. mission is ideal.