



Job Announcement: YWCA Kitsap County
Job Title: Volunteer Coordinator
Reports To: Education and Outreach Manager
FLSA Status: Part-time (24 hrs. per week), Non-exempt

SUMMARY

YWCA Kitsap County's Volunteer Coordinator is responsible for the recruitment and coordination of all YWCA Kitsap County volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates recruitment of interested volunteers—including receiving and responding to volunteer applications, coordinating interviews, conducting background checks, and placement of volunteers
- In collaboration with programming staff, creates volunteer policies and procedures, volunteer handbook, job descriptions
- Engages with current volunteers through regularly scheduled evaluations and check-ins
- Coordinates volunteer staffing and assists at community events
- Tracks volunteer hours and maintains volunteer database
- Tracks and coordinate mandatory volunteer training(s) and certifications
- Provides administrative support for volunteer trainings, including scheduling and coordination
- Plans and implements volunteer appreciation efforts, including annual appreciation event
- Creates and manages monthly volunteer e-news letter

This is a general description of the responsibilities of the Volunteer Coordinator position; other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers as appropriate.

KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to the YWCA's mission
- Ability and desire to work with diverse people
- Strong written and oral communication skills
- Strong organizational skills, including time management
- Knowledge of Word, Excel and Email platforms

OTHER QUALIFICATIONS

- Vehicle, or ability to transport self, within 100 miles
- Washington State Driver's License
- Driver's Insurance, per Washington State Law
- Acceptable State Patrol Criminal History Record

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

RATE AND BENEFITS

DOE

Typically, after two years of employment employees are eligible to participate in the YWCA Retirement Fund.

APPLICATION PROCESS

Send a resume and cover letter detailing how your qualifications meet those needed of the position. All application materials must be sent to:

YWCA Kitsap County Hiring Manager
employment@ywcakitsap.org

Please reference Volunteer Coordinator in the subject line.

No phone calls please. YWCA is an Equal Opportunity Employer.