



Position: Volunteer Coordinator

Status: Exempt, approximately 15 hrs a week

Posting Date: September 6, 2018

Position Begins: October 8, 2018

Duties:

- Recruit volunteers through various techniques (databases, e-mail, social media etc.); help to develop a skills-based volunteer program
- Meet with/interview all new (and existing) volunteers; maintain database of availabilities and skills
- Arrange for appropriate training when needed
- Produce schedules for everyday activities, making them accessible for lead staff when not present
- Assign responsibilities to the right people for special events
- Coordinate teams of volunteers for large-scale actions, including Volunteerapalooza and holiday food basket program
- Communicate frequently with volunteers to ensure they are satisfied and well-placed; including producing a Volunteer newsletter
- Disseminate information for upcoming actions and events
- Be point of contact for group volunteer events—including schools, business partners, and agencies
- Keep detailed records of volunteers' information and hours, providing reports to director monthly and to partner agencies as needed
- Be present on-site 3 days per week, with rotating schedule to check in on volunteers, assess gaps, retraining needs, etc.
- Shares in shift management coverage, with flexible hours but necessitating Thursdays 9-3 to assist volunteers

Requirements

- Must understand and adhere to the mission and vision of Feast of Justice
- Should be creative, flexible, grace-filled, and calm under pressure
- Must be available for biweekly staff meetings at a mutually agreed-upon time
- Must attend (monthly) Feasting Circle meetings once per quarter and be responsible for content at meetings not attended.
- Must be willing to be available to consult with other staff on above matters when absent via phone and email
- Must be comfortable as office presence on scheduled dates—answering phones, working with donors, supporting volunteers
- Participates in vacation/special event coverage as needed
- Must have computer proficiency, including experience in MS Word, MS Excel, and database experience
- Must have social media experience

To apply: Please email a cover letter describing why you are a good fit, along with your resume to Rev. Tricia Neale, Executive Director at director@feastofjustice.org or Feast of Justice; 3101 Tyson Ave; Philadelphia, PA 19149. Feast of Justice is an equal opportunity employer.