



Job description- P/T Volunteer Coordinator

TO APPLY: Send resume and cover letter with job title as the subject to hr@wendtcenter.org. No phone calls please.

Are you looking for a place to work where you can get involved and give back? Join us at the Wendt Center as our new P/T Volunteer Coordinator! You will be part of the Development and Communications Team and will report to the Director of Development and Communications.

Our Purpose: We offer a pathway to healing.

Our Values

- **Healing:** We believe that healing from life's worst moments is possible.
- **Kindness:** We express kindness to all; caring and compassion are at the heart of all we do.
- **Collaboration:** We practice collaboration and teamwork, recognizing that none of us can do it alone.
- **Learning:** We strive to be lifelong learners, and actively seek opportunities to expand our personal and professional knowledge.

Key Responsibilities:

Develop and nurture a robust volunteer program that includes goals and outcomes. Serve as central clearinghouse for all volunteer inquiries, initial interviews, assessments, and record keeping. Recruit, screen, train, assign, and supervise volunteers. Support peer-to-peer fundraising efforts of volunteers.

Essential Duties:

- Work with the Development Director and other program heads to identify organizational/programmatic needs that correspond with volunteer opportunities.
- Recruit volunteers through targeted outreach activities, including presentations and/or tabling at relevant venues/events.
- Create/maintain volunteer database, including contact information, skills, interests, assignments, hours contributed, etc.
- Develop/implement an orientation program that familiarizes all incoming volunteers with the Wendt Center.
- Provide training and evaluation of volunteers to maximize effectiveness and retention.

- Work with Director of Operations to maintain compliance with confidentiality and risk management guidelines, including background checks, signing of confidentiality agreements, insurance, etc.
- Create/maintain regular communication with volunteers to nurture a sense of belonging and increase knowledge about the Wendt Center.
- Collaborate with Development and Communications Manager to build social media following, promote volunteer accomplishments/opportunities, and share volunteer stories.
- Develop/implement recognition strategies to promote optimal retention of volunteers.
- Optimize peer-to-peer fundraising efforts and tracking related to Camp Forget-Me-Not/Camp Erin DC.
- Manage the solicitation, tracking, and acknowledgment of in-kind contributions to the Wendt Center in collaboration with the Part-Time Front Desk Coordinator.
- Represent the Wendt Center during the Combined Federal Campaign to attract donors and volunteers.

Qualifications:

- Bachelor's degree in relevant field or equivalent experience.
- At least 3 years of experience in Volunteer coordination or management.
- Creative thinker with exceptional interpersonal skills.
- Understanding of the intersection between volunteers and donors.
- Event management skills and experience preferred.
- Experience working in a non-profit setting a plus.
- Proven ability to work effectively with culturally diverse populations.
- Superior organizational and excellent writing skills.
- Comfortable with data entry and standard computer programs.
- Detail oriented.
- Outgoing with effective people management skills.
- Ability to travel around DC and surrounding areas to events and meetings.
- Ability to work occasional evenings and weekends as needed.
- Ability to understand and uphold the Center's philosophy, mission, and values.
- Ability to maintain strict confidentiality and comply with HIPAA regulations.

Benefits:

Average of 20 hours per week. Flexible schedule and sick time earned as required by DC law.

The Wendt Center for Loss and Healing is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. The Wendt Center does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.