



WENDT CENTER  
FOR LOSS AND HEALING

**POSITION DESCRIPTION: PART-TIME VOLUNTEER COORDINATOR**

The Wendt Center for Loss and Healing, a non-profit mental health center specializing in grief and trauma, is currently seeking an eager professional to join its Development and Communications Department. This is a small, dynamic department that engages in a wide variety of critical activities to generate support for Wendt Center programs and operations. We are looking for an energetic, self-starting, flexible and highly-motivated individual to join our team and enhance our services by coordinating and expanding our volunteer program.

**STATUS:** Part-Time

**REPORTS TO:** Director of Development and Communications

**PRIMARY FUNCTION:** Effective coordination and growth of the Center's Volunteer Program

**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.

**RESPONSIBILITIES:**

- Works closely with the Development Director and other program heads to identify current needs and innovate future volunteer opportunities of all Center programs and functions
- Works closely with other staff to provide ongoing volunteer management support as appropriate and provides training/ongoing assistance to staff to maximize volunteer effectiveness and retention
- Develops/recommends/implements annual strategic plan for Volunteer Program, including goals and outcomes to be achieved
- Manages protocols and tools for the recruitment, screening, training, assigning, supervision and monitoring of volunteers
- Conducts targeted recruitment strategies and activities, including making presentations at relevant venues to publicize Wendt Center volunteer program
- Represents the Center during the Combined Federal Campaign to secure donations and at community events to recruit potential volunteers
- Conducts initial interviews and preliminary assessments of potential volunteers
- Works with HR and Leadership to maintain procedures in compliance with confidentiality and risk management guidelines, including background checks
- Develops/implements a basic Wendt Center orientation program for all incoming volunteers

- Works with requesting staff to make optimal volunteer matches
- Develops and assists staff in implementation of volunteer evaluations
- Maintains regular communication with volunteers through periodic email news blasts/e-newsletter/etc. to nurture sense of “belonging” and increase general agency knowledge
- Maintains updated volunteer webpage
- Maintains up-to-date volunteer database, including all volunteer assignments, work hours contributed, contact information, skills and interests, etc.; enters new volunteers and contact information into donor database (Raiser’s Edge)
- Develops/implements annual volunteer appreciation event and other recognition strategies to promote optimal retention of volunteers
- Serves as liaison with DC and other area volunteer clearinghouses as well as other agencies in developing knowledge and collaboration
- Assists with peer-to-peer fundraising efforts relating to the Volunteer Program, specifically those related to Camp Forget-Me-Not/Erin DC
- Provides direct assistance to Director in management of volunteers assigned to special events
- Develops volunteer “story” pieces for regular use in newsletters and other publications
- Develops collateral recruitment/PR pieces for the volunteer program
- Stays abreast of best practices and new developments in the field
- Manages the solicitation, tracking and acknowledgment of in-kind contributions
- Provides additional support as needed to Director, especially around annual Benefit
- Performs other duties as assigned

**QUALIFICATIONS AND ATTRIBUTES:**

- 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
- Flexible schedule with ability to work occasional evenings and weekends
- Ability to maintain strict confidentiality and uphold the Center’s philosophy and mission

**COMPENSATION AND BENEFITS:**

Hourly rate dependent on experience. Flexible schedule.

**TO APPLY:**

Send resume and cover letter with job title as the subject to [hr@wendtcenter.org](mailto:hr@wendtcenter.org). No phone calls please.

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 based on 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.