

No Silence No Violence
Volunteer Coordinator
Role Description

The Volunteer Coordinator will be responsible for planning, coordinating, and managing all elements of No Silence No Violence's volunteer program including the training and supervision of volunteers. This is a part-time, paid position. If interested, please submit a resume to laura.mansho.nsnv@gmail.com.

Essential Functions:

- Source and recruit volunteers sufficient to meet the needs of NSNV.
- Provides volunteer training and orientation as needed.
- Provides supervision of volunteers.
- Maintains current volunteer files, including checking references.
- Ensures volunteer support and education are sufficient to support volunteer retention.
- May have access to sensitive information regarding survivors and will keep this information confidential and protected.
- Act as a liaison between volunteers, NSNV board, and community groups.
- Track volunteer hours and involvement.
- Match volunteers to available opportunities.
- Participate in events and event planning as needed.

Minimum Education & Experience Requirements:

- Proven experience as a Volunteer Coordinator or similar role.
- Knowledge of recruitment methods.
- Working knowledge of MS Office Suite.
- Great communication and interpersonal skills.
- Able to provide proof of valid driver's license and valid auto liability insurance, if there is an assignment that involves driving your vehicle.

Knowledge, Skills & Abilities Required:

- Able to supervise, coordinate, and evaluate volunteer services.
- Able to supervise a group of individuals providing volunteer services.
- Demonstrates good verbal and written communication and organization skills.
- Able to work as a team member.
- Able to perform and prioritize multiple functions or tasks.
- Able to effectively deal with multiple changes.
- Meets the requirements of federal and state criminal and abuse background checks where applicable.

Working Conditions:

- Work is normally performed from home and via Zoom.
- Able to occasionally travel locally for special events, orientations, etc.
- Able to work a flexible schedule and/or evening hours as needed.