

POSITION: **Volunteer Coordinator**

CLASSIFICATION: Part Time

REPORTS TO: Director of Volunteer Services

Essential Duties & Responsibilities:

- Develop and maintain relationships with volunteers and staff working with volunteers
- Assist with Poverty Simulations and Annual Volunteer Appreciation Event
- Provide orientation and tours to new volunteers and groups
- Enter, update & maintain data in Salesforce and all tracking tools
- Schedule and communicate with volunteers
- Oversee, train and supervise volunteer groups
- Provide coverage for evenings, weekends and special events as needed
- Assist Director in other duties of volunteer engagement as defined

Education and Experience:

- Bachelor's degree from an accredited college or university preferred.
- Nonprofit and/or volunteer experience preferred.
- Salesforce or other CRM experience preferred.

Knowledge, Skills and Abilities:

- Individual must be enthusiastically committed to the NFCC mission and the community we serve
- Enthusiastic and positive attitude
- Adequate written and oral communications skills
- Demonstrated integrity
- Excellent organizational skills
- Work well in a team environment, take initiative, problem solve, and motivate others
- Moderate computer skills, including MS Office, Word and Excel, and CRM experience
- Ability to keep both digital and hard-copy files organized and accessible.
- Ability to multi-task, meet deadlines, and work with a variety of people in different situations

Working Hours and Conditions:

- This position requires work on weekends and some evenings.

NFCC is a drug free workplace and e-verify required.

Contact: Darlene Turk, dturk@nfcchelp.org
North Fulton Community Charities
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