



## **COLE CENTER FAMILY YMCA**

**Position Title:** Volunteer Coordinator

**Reports To:** Sports and Teen Director

**Classification:** Part Time

**Date Updated:** January 2014

### **Guiding Principles for all YMCA Staff:**

All staff members are expected to support and follow the YMCA mission to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. To this end, all staff members are expected to model, reinforce, and develop the core character values of Caring, Honesty, Respect, and Responsibility.

### **Position Goal:**

Work with the staff, members and volunteers to fulfill the YMCA mission.

Monitor and maintain volunteer programs and systems to extend the services provided to the community.

Increase volunteer opportunities and utilize volunteers effectively to meet the YMCA objectives.

### **Essential Responsibilities and Duties:**

Screen and interview prospective volunteers and maintain files for each volunteer.

Recommend placements for each volunteer based on the screening and interview process and assign the volunteer to a member of staff.

Maintain directory of current and future volunteer opportunities available at the branch.

Track and record individual volunteer hours and activities.

Monitor volunteer scheduling and performance.

Develop Volunteer Manual in conjunction with branch staff and association guidelines.

Coordinate volunteer recognition program events.

Plan and coordinate training and prerequisite training for required certifications

**Job Specifications and Physical Requirements:**

People-oriented, enthusiastic, strong communication skills.

Responsible

21+ years of age.

Basic computer skills including Microsoft Word, Excel and familiarity with email.

YMCA Policy on Background Checks: The YMCA makes an active effort to prevent child and sexual abuse. We reserve the right to conduct background and reference checks on all volunteers.

Volunteer Name: \_\_\_\_\_

I have reviewed the above job description, and I hereby attest that I can meet all physical and non-physical requirements listed above.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_