

Mid Maine Homeless Shelter

POSITION TITLE: Volunteer Manager

PROGRAM: Mid Maine Homeless Shelter & Services

REPORTS TO: Operations Director

POSITIONS SUPERVISED: Volunteers, Interns

JOB SUMMARY/GENERAL DESCRIPTION OF PURPOSE:

The Volunteer Manager is responsible for recruiting, training, scheduling supervision and recognition of volunteers. The Volunteer Manager oversees the marketing and database management of the volunteer program. The Volunteer Manager develops and strategically evaluates program needs in order for the volunteer program to serve the needs of the shelter, staff and community.

PRIMARY JOB DUTIES

- **Recruits volunteers by interviewing, orienting and scheduling for responsibilities at the Shelter. Trains and/or coordinates training in regards to Shelter policies and procedures and assures volunteers adhere to all MMHS policies and procedures.**
- **Act as a liaison between staff and volunteers to ensure a collaborative effort.**
- **Assists in developing and maintaining a list of detailed duties available for volunteers to complete. Maintains a list including contact information on available volunteers.**
- **Obtain and maintain records and statistics to comply with funding sources and program requirements by utilizing Giftworks and designed data collection formats.**
- **Assists in maintaining a recognition system of volunteers, which includes telephone calls, personal visits as well as written correspondence.**
- **Develop and implement effective recruiting strategies through social media, MMHS website and community outreach.**
- **Builds and oversees an intern program for students from area colleges.**
- **Assess the need for volunteers to enhance program/service delivery.**
- **Develop a budget for volunteer program activities.**
- **Facilitates civic groups and service projects.**
- **Conduct ongoing evaluation of volunteer opportunities, program and policies and implement improvements as necessary.**

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- Attends staff meetings and prepares materials to present when needed.
- Submit information to be used in shelter publications, website and social media.
- Performs other related duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

REQUIRED QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.*

EDUCATION/CERTIFICATION: Associates Degree and/or four years of volunteer management preferred.

SKILLS/ABILITIES: Must have the ability to maintain confidentiality and work independently; have good computer skills; ability to work a flexible schedule; must have good organizational skills and the ability to multi task in a fastpaced environment is a must.

PHYSICAL REQUIREMENTS					
Activity:	Frequency				
	Never	Rarely	Occasionally	Frequently	Constantly
Physical Dexterity and Effort					
Bending/Stooping		✓			
Climbing			✓		
Keyboard data entry				✓	
Kneeling		✓			
Lifting/carrying					
0-25 lbs			✓		
26-50 lbs					
Pushing/pulling					
0-25 lbs		✓			
26-50lbs					
Reaching			✓		
Running	✓				
Sitting				✓	
Standing			✓		
Squatting		✓			
Walking				✓	
Visual Acuity, Hearing and Speaking					
Audible Speech				✓	
Hearing Acuity				✓	

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Taste Discrimination	✓				
Vision					
Depth perception				✓	
Distinguish color				✓	
Seeing – far				✓	
Seeing – near				✓	
Biological					
Biohazardous Waste		✓			
Biological Hazards – respiratory	✓				
Biological Hazards – skin or ingestion	✓				
Blood and/or bodily fluids	✓				
Communicable diseases and/or pathogens	✓				

WORK ENVIRONMENT: *The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.*

The usual work environment may include indoor and outdoor settings, various residential settings, and occasional meetings with other agencies located in the community.

EMPLOYMENT SCHEDULE:

This is a part-time position and must have the ability to work a flexible schedule including working evenings and weekends. However, MMHS reserves the right to require overtime, weekend work, and/or assignment to evening or night shifts, depending upon operational need, some in and out of state travel required.

Creation Date: 11/20/18

My signature below certifies that I have received a copy of this job description and that I understand and agree with the contents of the document. I understand that a copy of this signed job description will be placed in my personnel file and that I am entitled to a copy, as well.

Signature: _____ Date: _____