

Job Title: SPIN Café Volunteer Coordinator – Part Time

Job Location: 658 SE Bayshore Drive, Oak Harbor, WA

SPIN Café is a community engagement organization dedicated to **Serving People In Need** (SPIN) through free meal service, vocational training, an open drop in center and resource distribution and referral. The SPIN Café is currently hiring a **Volunteer Coordinator** to manage the large body of volunteers that provide critical services to SPIN Café.

Job Summary: The volunteer coordinator is one of the most important positions of the SPIN Café. You will be responsible for allocating tasks and retaining the best people. It takes a competent leader to succeed in this profession. In addition to knowing how to distinguish talent and do everything possible to motivate and inspire, you must possess excellent organizational skills and ability to communicate with people from diverse backgrounds and experience. The goal is to ensure that our organization is always staffed with the best and most reliable individuals, and that they are correctly utilized for the fulfillment of our mission.

Starting salary: Depends on experience

Application deadline: February 5th, 2018

Working as a volunteer coordinator involves assessing and meeting SPIN Cafe's needs through the recruitment, training, placement, tracking, and retention of volunteers.

Volunteer Coordinator recruiting duties and responsibilities:

- Ensure the purpose of the SPIN Café and its' actions are clearly communicated
- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.); including outreach to churches, service clubs, the military, schools, businesses, individuals, etc.
- Ensure each volunteer has a current application on file with SPIN Café with appropriate documentation (i.e. contacts made, time frames the volunteers can serve and how they want to serve: kitchen duties, wait staff/serving staff, cleanup, grant writing, fundraising, etc.)
- Assess volunteers' goals, abilities, and needs to determine how these fit into the current needs and programs of the organization
- Arrange for appropriate training depending on the duties of the volunteer (including ensuring that volunteers have food handlers/workers cards, or other specific licenses as needed)
- Create and maintain a filing system for current volunteer applications, inactive applications, community service tracking, etc.
- Maintain a spreadsheet (database) of all volunteers with relevant data (i.e. phone numbers, email addresses, mailing addresses, availability, area of interest, special skills, etc)
- Use a system of documenting and responding to calls in a timely manner
- Maintain a system for tracking volunteer hours, including special timesheets for volunteers needing community service

- Document community service hours and report participation to various agencies (i.e. probation, school, parole, vocational training); including a detailed record of volunteer's information and assignments
- Produce monthly reports to the board
- Act as point of contact for various organizational teams that volunteer at SPIN on a regular basis (Rotary, Lions, churches, etc.) and coordinate additional volunteers when groups have a shortage of volunteers for certain functions and services
- Produce volunteer schedules for daily activities and maintain an online shared volunteer calendar in addition to a hard copy at SPIN Café for quick onsite reference
- Coordinate teams of volunteers for large-scale actions and special events and disseminate information for upcoming actions and events
- Communicate frequently with volunteers to ensure they are satisfied and well-placed

Volunteer Coordinator requirements:

- Ability to communicate effectively with diverse people
- Familiarity with SPIN Café volunteer duties
- Ability to recognize skills and talents and match them with appropriate volunteer opportunities
- Good computer skills including a working knowledge of google drive products (such as spreadsheets)
- Highly organized and detail oriented
- Experience serving as a volunteer in some capacity
- Experience recruiting volunteers (preferred but not necessary)
- A pleasant and outgoing personality
- Experience with online volunteer sign up and management systems a plus
- An Associates or BA in human resources, human services, non-profit organization, or appropriate field desired but not required
- Ability to pass a background check