



## **Assistant Volunteer Coordinator Job Description** 5/6/2020

### **Job Overview:**

The Margaret Home, a house of hospitality in the Catholic tradition, seeks an experienced and self-motivated professional to serve as the Assistant Volunteer Coordinator. The Assistant Volunteer Coordinator reports to the Volunteer Coordinator and will work closely with volunteers and staff of The Margaret Home to coordinate activities.

### **Requirements:**

- High School Diploma or GED required
- Ability to work well with volunteers from varying backgrounds, educations, and cultures required.
- Dedication and full support of the mission of The Margaret Home to promote the sanctity of life and the dignity of women in the Catholic tradition.
- Valid NYS Driver's license and/or reliable transportation to and from The Margaret Home.
- Background check clearance/Completion of Volunteer Orientation
- Team player

### **Primary Responsibilities:**

- Assists in the fulfillment of The Margaret Home's Mission and exercises good stewardship in all tasks and activities.
- Works with Volunteer Coordinator to maintain volunteer coverage in the home
- Help fill vacant shifts
- Contact volunteers when their shift is not needed
- Maintain an active list of volunteers
- Prepare materials for volunteer orientation(s)
- Teach volunteers shift roles and requirements
- Recruit new volunteers via social media, newsletters, word of mouth
- Organize regular gatherings for volunteers to foster a volunteer community
- Facilitate volunteer appreciation events
- Facilitate Celebration Committee for celebratory events for mothers
- Create/Maintain an opportunities "board" on the volunteer media platform
- Provides ongoing support, communication and guidance for volunteers.
- Assist fundraising committee
- Attend fundraisers, provide information to recruit volunteers

All applicants must be mission-driven, flexible, and willing to self-motivate. Applicants must be willing and able to work closely with other team members and volunteers, and collaborate regularly with internal staff and board members, demonstrating an ability to lead and coordinate as work is delegated.

This is a Volunteer position. Flexible day and weekend hours are required.