



Job Description: Volunteer Center Coordinator

Summary Statement: The Volunteer Center Coordinator coordinates volunteers, assists with program outreach, marketing and communications, provides volunteer referrals, and performs a range of administrative duties to support key functions of the Volunteer Center and the mission of Community Thread.

Reports to: Volunteer Center Director

Fair Labor Standards Act Status: Exempt

Essential Job Functions

- Coordinate Community Thread volunteers.
- Assist in coordinating Volunteer Center special service initiatives.
- Assist with program marketing materials.
- Oversee communication to volunteers through e-newsletter, marketing materials, and outreach efforts.
- Work with Community Thread Affiliate organizations, connecting volunteers to opportunities to serve in the St. Croix Valley.
- Conduct relationship building efforts with partner organizations and helps support the Get Connected platform or other database applications.
- Maintain data and information for the Volunteer Center and volunteers.

Specific Duties

- Ensures that volunteers are adequately screened, oriented, trained, and placed within the organization.
- Manages the referral process for volunteer inquiries.
- Assists Volunteer Center Director in a variety of aspects related to special volunteer initiatives (Holiday Hope, Spring into Service, River Rally, Rake a Difference Day, Stuff the Bus, Connect the Dots and other programs or events).
- Provides content for Community Thread's bi-monthly newsletter.
- Oversees the affiliate Volunteer Leadership Network meetings and trainings, working with affiliates on content, speakers and opportunities.
- Helps maintain volunteer database to use as a source for volunteer recruitment and fundraising for the organization.
- Participates in Volunteer Center program and initiative evaluation efforts.
- Assists with Community Thread fundraising initiatives.
- Serves as an active team member of Community Thread by supporting the operations, activities, and committees of the organization.

Job Requirements

- Bachelor's degree and 1-3 years related experience. Additional experience in the field of volunteer management highly desired.
- Interest, experience, and commitment for volunteerism and community building and organizing.
- Strong computer skills, including the use of databases, Microsoft Office programs and experience with web-based applications.
- Solid organizational skills with attention to detail, accuracy, and follow-through in an independent, responsible, and professional manner.
- Ability to communicate effectively, both verbally and in writing with a diverse population in the St. Croix Valley.
- Ability to represent Community Thread in a professional manner.
- Willingness to travel to non-profit and public organizations in Washington County/ and western Wisconsin. Valid driver's license required.
- Ability to establish and maintain collegial and respectful relationships with coworkers, volunteers, donors, partner organizations, vendors, and the community at large.

Work conditions/physical demands

- Must be able to lift 30 pounds
- Requires repetitive motion activities such as typing on a computer keyboard
- Background check required

Benefits Information

- 30 hours/week (0.75 FTE)
- Salary range is \$32,500 - \$36,800 annually based on experience.
- Position eligible for vacation, sick, volunteer, and family leave benefits as well as a 403(b) retirement plan.
- Position eligible for Health Insurance and Dental benefits. All employees participate in 50% cost sharing for these benefits.

To Apply

- Submit cover letter and résumé via e-mail to Sally Anderson at Sally@CommunityThreadMN.org.
- Cover letters and résumés may also be submitted to Sally Anderson at Community Thread, 2300 West Orleans Street, Stillwater, MN 55082. No phone calls please.