



Job Title: Volunteer Resource Coordinator

Purpose: A Volunteer Resource Coordinator serves Five Talents with their expertise in managing volunteer resources. This includes directly managing volunteers, and/or providing guidance, support, resources and tools to staff who supervise volunteers.

Location: The Volunteer Resource Coordinator would work with staff at the Five Talents office in Fairfax, VA and can work remotely otherwise.

Key Responsibilities:

- Develop and implement goals and objectives for a volunteer program which reflects the mission of Five Talents and conduct ongoing evaluation of the programs and services delivered by volunteers and implement improvements as necessary
- Develop, administer, and review policies and procedures which guide the volunteer programs and services
- Develop and administer forms and records to document the volunteer activities
- Identify volunteer assignments that provide meaningful work for volunteers and write the volunteer position descriptions in consultation with staff as appropriate
- Promote the volunteer program to gain community support of both the volunteer program and Five Talents. Develop and implement effective strategies to recruit the right volunteers with the right skills
- Train staff to work effectively and cooperatively with volunteers and orient volunteers to increase their understanding of Five Talents, its clients, its services and the roles and responsibilities of volunteers
- Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to Five Talents

Reports to Board Chair or CEO

The Length of Appointment: The ideal time commitment is 6-8 hours per week for nine to twelve months. We can accommodate flexibility in this time commitment. Must be willing to attend meetings/training in the Fairfax office and the rest of responsibilities can be done at home (remote)

Qualifications: Ability to build relationships, communicate effectively and foster teamwork. Must be organized (develop, implement & monitor action plans) and be creative/innovative (develop new & creative ways to advance the volunteer program)

Support: The Board Chair and Board of Directors will support and drive this initiative and provide guidance as needed.

Requirements: Willing to sign a Volunteer Agreement outlining donor privacy and confidentiality and proper use of Five Talents' internet resources.

To be considered for this volunteer opportunity, please submit a copy of your resume or a summary of relevant experience to: Volunteer@fivetalents.org