

**POSITION TITLE:** Volunteer Coordinator

**SCOPE OF POSITION:** This is a part-time staff position involving coordination of the PNA Volunteer Program. The primary job responsibility is to recruit, motivate, supervise and evaluate volunteers to support PNA programs. A secondary function is to collaborate with community partners to increase volunteerism and connect neighbors with service opportunities.

**IMMEDIATE SUPERVISOR:** PNA Program Director

**DUTIES AND RESPONSIBILITIES:**

- Formulate, document, and update volunteer policies, procedures, and standards.
- Prepare volunteer budget, track expenses and prepare monthly variance reports.
- Prepare a monthly program report.
- Recruit, screen, orient, and place volunteers as needed to support PNA programs, both on and off-site, including the PNA Soup Kitchen, PNA Kids!, Phinney Farmers Market, special events, and others. Recruitment tools include member outreach, web-based listings, and collaboration with other programs.
- Maintain volunteer data in SalesForce including volunteer leads, member interests, skills and volunteer hours worked, with support from the Data Entry Specialist.
- Acknowledge volunteers publicly and privately with thank-yous and periodic recognition activities.
- Gather and edit quarterly *PRR* volunteer want ads to for the PNA and our non-profit partners.
- Collaborate with Ballard High School to produce an annual Community Service Fair for students.
- Work with PNA staff to place volunteers with court-ordered community service requirements.
- Coordinate community work days, including United Way Day of Caring, UW MLK Service Day, and others. Submit applications, develop projects with PNA staff, and provide orientation and refreshments.
- Provide support for PNA events, particularly the Winter Festival, annual Auction, and special events that do not have active, standing committees. Maintain an active staff presence to oversee and thank volunteers during the Winter Festival, auction, and other special events, as required.
- Oversee activities of Phinney Neighbors in Action, which may include donation drives (Giving Tree, Comfort & Joy Gift Drive, Back-to-School Drive), breakfasts and snacks for off-site homeless women's shelter at St. John's Catholic Church, and other projects as needs and interest dictate.
- Meet regularly with the Greenwood Senior Center Volunteer Coordinator for mutual support.
- Participate in the professional development and networking activities of the VANN.

**HOURS & COMPENSATION:**

Average of fifteen hours per week, with an additional allocation of up to 30 hours/year to cover volunteer oversight at major events including the auction, Winter Festival, and others as approved by the PNA Program Director. Regular hours to be scheduled to meet program needs – some flexibility required for evening and weekend work when necessary. Starting hourly rate of \$17.

**MINIMUM REQUIREMENTS:**

Bachelor's degree and three years of experience as a Volunteer Coordinator, including event production and oversight of event volunteers, as well as group work parties such as United Way Day of Caring. Proficiency with Microsoft Office suite required; familiarity with SalesForce a plus.

**TO APPLY:**

Please submit a resume and cover letter to [hr@phinneycenter.org](mailto:hr@phinneycenter.org) by October 30.