

Volunteer Coordinator Lead

The Veronicas Voice Volunteer Coordinator Lead will be responsible for our database of volunteers and volunteer opportunities. The volunteer coordinator's responsibilities include recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the community. If you enjoy working with a great group of volunteers and pride yourself in making a difference we want YOU.

General Expectations

- Recruiting, training, and directing volunteers on special projects.
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database.
- Coordinating with marketing team to promote volunteer opportunities and events
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.
- Organizing training and leading Volunteer New Orientation training.
- Ensuring all applicants have completed all necessary forms and ensure background checks are complete and all documents stored properly
- Ensuring the organization's purpose is conveyed to the public.
- Member of Veronica's Voice Empowerment Board that meets once a month and will provide updates on achievements, activities, upcoming events and other pertinent information to the Board, Executive Director and President

Application Process

If interested please email volunteer@veronicasvoice.org with; the 'title' of the volunteer position(s) you are interested in *as the subject line*, and a brief description of your skills, motivation for volunteering for the position, and the amount of time/availability to dedicate to the position. The more information you provide the better we can match you with our needs. Then, register for the next volunteer orientation session at veronicasvoice.org/event. You do not have to have any specified position of interest prior to attending volunteer orientation. Orientation will provide more insight into the positions available.

Acceptance and Training

After you attend volunteer orientation, we will direct you to the volunteer portal to complete and sign the Veronica's Voice Volunteer Policies and Paperwork. Once these forms are complete, we will run a background check. We will also accept a background check that has been completed in the last year. Then, you will be ready to volunteer! All upcoming volunteer events and opportunities will be listed in the volunteer portal.