

**Volunteer Coordinator (Part Time)**  
**Posting dates: March 10, 2017 – April 7, 2017 3pm**  
**AA/EOE**

**Job Purpose:**

Responsible for the recruitment, coordination and support of volunteers involved in Hands On Hartford's (HOH) programs, either directly or by supporting assigned team members who are engaged in this for the program. The Volunteer Coordinator also has key responsibility for coordinating a variety of events in the community which are related to HOH's mission and working with the Program Manager- Community Engagement to deliver quality customized service projects.

**Areas of Responsibility:**

- Recruit, orient, organize and support volunteers for assigned Hands On Hartford programs. For some programs this involves direct and on-site support; for others it is provided more behind the scenes.
- Ensure that HOH volunteers and those involved in other community events/service projects feel welcomed and valued, have their needs and concerns addressed in a timely and courteous manner and communicates that all Hands On Hartford programs operate on the basis of preserving the respect and dignity of our program guests/participants.
- Base work on the service/learning model of community engagement and other best practice models for community engagement and social change.
- During program hours, works in tandem with the program staff to ensure high-quality delivery of service. The Volunteer Coordinator orients and supervises volunteers and facilitates interaction between volunteers and guests/participants and staff in order to foster a personal connection to service.
- Supports HOH program staff and service members who have volunteer support responsibilities.
- Using Hands On Connect system as well as other methods of communication, makes volunteer opportunities available, responds to all inquiries from potential volunteers, coordinates volunteer calendars, schedules volunteer groups, and provides information and orientation for volunteers
- Work with other team members to use and enhance the agency's HOC website and volunteer data management system, taking active responsibility for areas related to volunteer recruitment, support, communication, etc.
- Promote Hands On Hartford's mission by engaging with community groups and attending service fairs, and participating in other community initiatives as assigned.
- Track volunteer information (service hours, groups, individuals, etc.) and prepares reports on volunteers, goals, website, etc. as assigned. Ensures that information about all HOH volunteers is entered into the HOH database and provided to the communications / development staff for the agency's donor data management system.
- Assist with development, implementation and evaluation of volunteer surveys.
- Work with the Program Manager – Community Engagement and others to plan, coordinate and support large scale service projects.
- Work collaboratively with external agencies to create and expand upon beneficial partnerships through the coordination of service projects.
- Attend agency sponsored events or trainings relevant to the role of Volunteer Coordinator.
- Serve as a flexible team member to provide additional services as needed to help HOH meet the agency's mission.

**Qualifications:**

One year experience in volunteer coordination or volunteer project management required. Bachelor's degree preferred. High School diploma and an additional year of volunteer management experience may be considered. Strong interpersonal skills – ability to interact positively with diverse groups of people necessary. Excellent work management, verbal and written communication skills required. Knowledge and proficiency in using computer applications, including standard Windows applications, ability to lift and carry 40 pounds, valid driver's license and insured vehicle required.

**Work Schedule and Benefits**

Hourly Part Time 20 hours per week. Flexibility in the work schedule is expected. Must be available to work some evenings and some weekends and in other ways to meet the objectives of the job. Compensation commensurate with experience. Paid time off in accordance with agency policy.

Submit cover letter and resume to  
Wanda Guzman  
Program Manager- Community Engagement Services  
Hands On Hartford  
55 Bartholomew Avenue  
Hartford, CT 06106  
Or email  
[wguzman@handsonhartford.org](mailto:wguzman@handsonhartford.org)  
No phone calls please