

BRIGHT BEGINNINGS, INC. JOB DESCRIPTION

TITLE: Volunteer Coordinator

FLSA: Non-exempt

A. POSITION SUMMARY:

The Volunteer Coordinator reports to the Director of Development and Communications and coordinates recruitment, orientation, training, placement and recognition of short-term and long-term volunteers, interns and students at Bright Beginnings.

B. RESPONSIBILITIES AND DUTIES:

- Support and assist in planning all volunteer service activities and special events at Bright Beginnings.
- Serve as initial point of contact to volunteers, interns and students: provide information, set up volunteer appointments and orientations, assemble volunteer applications and orientation packets.
- Establish a team of short-term and long-term volunteers for the classrooms as well as other departments.
- Define volunteer position descriptions for classroom aides and other administrative and expert volunteer roles within Bright Beginnings by working closely with all programs and departments.
- Maintain connections and establish partnerships with corporations, faith-based institutions, community groups, member organizations, universities and community volunteer programs to bring individual volunteers and volunteer groups to the center.
- Develop systems for recruitment, orientation, training, placement, supervision and evaluation of volunteers.
- Communicate regularly with volunteers and widely publicize volunteer opportunities at Bright Beginnings to individuals and volunteer groups.
- Track volunteer activity and prepare statistics for monthly, quarterly and other reports, as needed.
- Develop annual and periodic volunteer appreciation/recognition events
- Present a professional and positive image when representing Bright Beginnings and giving tours of the center.
- Follow procedures for volunteer and intern paperwork to ensure that health forms, clearances and background checks are completed and documented.
- Establish and maintain database and files on volunteers and volunteer groups. Handle sensitive materials and documents on volunteers and donors, maintaining confidentiality.

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- Manage in-kind donations and donation acknowledgements, including tracking donations and sending out acknowledgement letters through fundraising database.

- Support development and communications department, as needed, and perform other duties as assigned.

C. MINIMUM QUALIFICATIONS:

- A bachelor's degree
- Proficiency in Microsoft office, data reporting and experience or capacity to use fundraising and/or volunteer databases.
- Strong writing and public speaking skills and ability to concisely and persuasively present information to individuals and groups.
- Track record of planning and implementing events.
- Excellent people skills and ability to interact professionally with a wide range of interns, volunteers and donors.
- Previous volunteer coordination/management strongly preferred.
- Commitment to goals and mission of Bright Beginnings.
- Must obtain a criminal background check and health clearance.

D. PHYSICAL CAPABILITIES:

- Be able to lift 25-30 pounds and be physically capable of conducting frequent tours throughout the center.
- Be able to supply annually a certificate of good health, which includes a TB test.

To apply for this position, please submit a cover letter, resume and a written volunteer recruitment and recognition strategy to Development@BrightBeginningsInc.org. Please use "Volunteer Coordinator" in subject line.

Bright Beginnings Inc. 128 M St. NW; Washington, DC 20001
Tel: (202) 842-9090; Fax: (202) 842-9095
Equal Opportunity Employer and Provider.
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