Job Description and Principal Responsibilities

Title: Volunteer Coordinator  
Reports To and Is Accountable To: Executive Director

Position Concept: CVABE’s Volunteer Coordinator is committed to the organization’s purpose of developing, evaluating, and providing accessible literacy instruction for adults and teens. The Coordinator believes that a person who is literate has the essential key for self-understanding and full and active membership in the world. The Coordinator understands and pursues the dual areas for focus this purpose requires: providing basic education instruction for students and involving the entire community in the encouragement of their efforts.

The Volunteer Coordinator carries out the distinct aspects of this position while conveying a spirit of warm and generous welcome to the students, volunteers, donors, residents, community leaders, policy makers, visitors and agencies of the organization’s service circles. This position demands a commitment to exceptional performance and capacity to work in a team environment.

Thoughtful engagement of volunteers working in a variety of capacities to enrich program offerings for CVABE students is a direct measure of success for the organization. Accessibility and growth of CVABE services for the people needing them is the goal; community engagement through a vibrant volunteer program is a means by which the goal is realized.

The Volunteer Coordinator works in close collaboration with the Executive Director and Supervisor of Education Quality to help ensure that staff are on target with the elements of their volunteer-related job responsibilities.

The Volunteer Coordinator fulfills an array of responsibilities and meets the particular challenges and opportunities presenting themselves with the skill, judgment, creativity, and enthusiasm required.

Principal Responsibilities

I. Provide leadership throughout CVABE’s service area for all aspects of the volunteer program:
   - Develop, guide, expand, and oversee the quality of the organization’s volunteer program, maintaining alignment with CVABE’s strategic plan.
   - Work with staff to inform the community about CVABE’s volunteer program and to recruit, orient, engage, train, retain, and appreciate volunteers.
   - Work with staff to identify, encourage, and cultivate volunteer leadership within their communities.
   - Work with the Executive Director and Supervisor of Education Quality to ensure that volunteers have a wide range of opportunities within the organization from which to select.
   - Work to ensure that volunteers feel fulfilled by the work they perform and experience deep appreciation for their services.
II. Support, Oversight and Management of the Volunteer Program
   • Support staff work with all aspects of their volunteer-related job responsibilities.
   • Process timely background checks on potential volunteers in support of CVABE’s commitment to the safety of its students.
   • Work with staff in their communities to orient, train and make successful volunteer job assignments in order to meet the local adult literacy and CVABE organizational needs.
   • Maintain hard-copy volunteer files and the data within Donor Perfect, the volunteer information and reporting data-base.

III. General (pertains to all staff)
   • Fulfill reporting requirements with accuracy and timeliness.
   • Participate actively in program planning and individual professional development.
   • Carry out job duties as responsibilities change.
   • Treat records and information with confidentiality regarding all individuals within the CVABE program.
   • Participate in CVABE staff meetings, program activities and special events as assigned.
   • Adhere to a work schedule and placement which meets the needs of the organization.
   • Recognize, accept and carry out the full responsibility of the job.
   • Fulfill other duties as assigned.
   • Bring concerns or questions related to the proper fulfillment of tasks to Executive Director.

I can perform the duties of the job as set forth in this description with or without accommodations.

Print Name: _____________________________________________________

Signature: _______________________________________________________

Date Signed: _____________________________________________________