

*The Mission of Cross-Lines Community Outreach is to provide people in the Kansas City area affected by poverty with services and opportunities that encourage self-confidence, meet the needs of today, and provide the tools for future self-sufficiency.*

## **Job Description – Volunteer Coordinator**

The Volunteer Coordinator is responsible for the organization's consistent achievement of its mission through the people- provided by volunteers. This individual will provide oversight in all areas of volunteer recruitment/retention, training, and program planning. This position reports to the Director of Community Engagement.

### **SUMMARY OF RESPONSIBILITIES**

#### **Volunteers**

- Promote active and broad participation by volunteers in all areas of the organization's work.
- Actively recruit, train, and schedule volunteers.
- Engage staff in targeting and mapping areas of volunteer needs throughout the organization.
- Ensure volunteer hours are entered and tracked via a data management system.
- Maintain volunteer records and documents, and ensure all volunteers are properly trained.
- Maintain a working knowledge of significant development and trends in the field.
- Develop and execute a volunteer recognition program.
- Plan and host at least 2 virtual (or in-person) volunteer events annually.
- Implement a year-round training curriculum and plan for volunteers.
- Maintain a volunteer manual for both individuals and groups.

#### **Required**

- A four-year degree from an accredited college (may be substituted for relevant experience).
- Demonstrated success in leading and directing volunteers.
- Demonstrated interest and ability to work with people from all social and economic backgrounds.
- Knowledge of Wyandotte County and/or the Greater Kansas City metropolitan area strongly preferred.
- Strong organizational skills including attention to detail in managing event logistics and coordinating 1,200 volunteers per year.
- Effective at speaking to groups of volunteers and leading tours of the Cross-Lines campus and programs.
- Ability to work effectively as part of a strong team.
- Effective computer skills using Microsoft Office.

#### **Physical Condition**

- This position may require lifting up to 25 pounds, climbing stairs, carrying, sitting and standing.

**Work Schedule.** Monday – Friday, 8:00 am – 4:30 pm with some work responsibilities and presentations outside normal work hours, including evenings and weekends.

**Salary/Benefits:** Salary range is \$18-\$20 per hour and is commensurate with experience. Cross-Lines offers an employee health insurance plan, and a retirement savings plan, with company contributions, is available after the required tenure is met.

Application available at <https://form.jotform.com/212007038097147>

Cross-Lines Community Outreach is an Equal Opportunity Employer