

Badger Association of the Blind, Inc.
Job Description

Volunteer Coordinator
Part-time – 30 hours per week

Job Summary: Under the broad supervision of the Life Skills Manager, the Volunteer Coordinator develops and implements a strategic plan to recruit qualified volunteers from diverse sources; manage and retain current volunteers; and directs volunteer resources to meet the needs of staff and clients.

Administration

1. Consults administration and staff to determine organizational needs for various volunteer services.
2. Establishes relationships with business and community organizations to solicit/recruit volunteer resources, to increase the volunteer database.
3. Maintains necessary records, required information and correspondence.
4. Collects and compiles consumer input regarding satisfaction with services. Submits findings and recommendations to the Life Skills Manager quarterly.
5. Collects and compiles information regarding effectiveness of services provided. Submits findings and recommendations to the Life Skills Manager quarterly.
6. Inputs required documentation into the database collection program as requested.

Volunteer Staff Development and Supervision

1. Will recruit, interview, screen, hire, supervise and schedule volunteer staff.
2. Orients and trains, including on-the-job training if necessary, to volunteer staff prior to assignments.
3. Will provide ongoing training opportunities for volunteer staff as necessary and appropriate.
4. Provides volunteer staff with feedback regarding their performance both formally and informally on a regular basis and in a fair and consistent manner following polices. Completes documentation as required.
5. Confers with volunteers to resolve grievances and promote cooperation and interest.
6. Makes an effort to reasonably accommodate volunteer staff with disabilities as set forth under Title III of the Americans with Disabilities Act (ADA).
7. Plans and implements public recognition events for volunteer staff.

Service Delivery

1. Accepts new volunteer requests. Interviews each staff member to determine how best to provide volunteer services. Assigns the volunteer most suitable to meet program needs.
2. Responsible for ongoing assessment of services received by each program.
3. Completes all required documentation associated with these activities.

Qualifications

1. Bachelor's Degree in Volunteer Coordination or in a related area and/or managerial and supervisory as well as volunteer/supervising experience required.
2. Must be knowledgeable of issues, programs, and activities of interest to persons who are blind or visually impaired.
3. Must be able to work effectively with various display materials and informational formats.
4. Must possess effective oral and written communication skills.
5. Must maintain fiscal practices in an appropriate and responsible manner.
6. Must possess analytical skills necessary for effective problem solving.
7. Must possess strong organizational skills with attention to detail.
8. Must be able to handle multiple priorities simultaneously.
9. Must be able to meet with people at various locations outside the Association office.
10. Must have basic computer knowledge.
11. Must be able to complete required documentation in a timely manner.
12. Must always represent the Badger Association of the Blind, Inc. in a professional, respectful and courteous manner.
13. Must be in compliance with the Confidentiality Policy at all times.

We offer:

- A great work environment
- Flexible schedule
- Competitive salary
- 401k plan (plus employer match)

Interested candidates should send cover letter and resume to:

Human Resources Director
Badger Association of the Blind & Visually Impaired
912 North Hawley Road, Milwaukee, WI 53213
414-256-8744 (Fax), jcline@badgerassoc.org (Email)

EOE

Qualification and Essential Functions:

1.

This is a general outline of this position and represents only the major responsibilities and duties. It is expected that the Rehabilitation Services Director may assign other duties and special projects as appropriate.

Employee's Signature

Date

Supervisor's Signature

Date