

**Position Announcement at Harbor Interfaith Services
October 27, 2017**

The mission of Harbor Interfaith Services is to empower the homeless and working poor to achieve self-sufficiency by providing support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training.

Title: Volunteer Coordinator/Administrative Support, Full time equivalent

Position Available: January 2, 2018

Position Location: Harbor Interfaith Services, 670 W. 9th St., San Pedro, CA 90731

Reports to: Director of Development

Hours of Work: This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 6:00 p.m. Evening and weekend work may be required as job duties demand.

Qualifications: Prior experience as a volunteer coordinator for a public or nonprofit employer. Prior experience creating and implementing volunteer programs and training.

Duties: The Volunteer Coordinator/ Administrative Support position is responsible for all volunteer activities and administrative including data entry & tracking, supply orders, answering telephones, greeting customers and other duties as assigned.

How to Apply: Application deadline is November 15, 2017. Please email your resume and cover letter as attachments to MRadice@HarborInterfaith.org. Please put "Volunteer Coordinator" in the subject line.

Administrative duties including but not limited to the following:

- In the absence of the FRC Front desk position, responsible for greeting people, answering a multi-line telephone, and provide direction as visitors enter the center.
- Maintains ordering of supplies, equipment and other items as needed for the program.
- Acknowledges all noncash donations within a timely manner, no more than one week within receipt of the contribution.
- Perform filing of data and correspondence.
- Ensures all contributions are entered into donor database.
- Process all noncash donations into agency donor base. Prints, edit posting and journal postings for Development Director's review.
- Acknowledges donations by card (\$200 and under) including honor and memory donations.

Volunteer Coordinator duties including but not limited to the following:

- Responsible for planning, organizing and directing Harbor Interfaith volunteer program.
- Responsibilities include organizing, coordinating and managing volunteer recruitment specifically for the Family Resource Center, Children's Center, housing programs, administration, development through group opportunities and offsite volunteer opportunities.
- Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Develops and implements training programs for all volunteers.
- Maintains updated records on all volunteers.
- Sets up and attends volunteer meetings.
- Reports to staff on volunteer activities as needed.
- Recommends and develops ongoing volunteer utilization.
- Develops and implements a volunteer recognition program.
- Work with volunteers on Competencies Communication Proficiency. Collaboration Skills. Leadership. Organizational Skills. Presentation Skills. Teamwork Orientation. Technical Capacity. Time Management.
- Responsible for supervision of the entire volunteer force of Harbor Interfaith Services, Inc.