

Position Title: Volunteer Coordinator

Department: Social Services - Lincoln

FLSA Status: Exempt Salaried

Location: Lincoln, Nebraska

Reports to: Regional Director of Social Services - Lincoln

Date Created: June 2019

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Volunteer Coordinator will work with volunteers for the Agency and ensure partnerships and outreach within the community.

Essential Functions:

- Pursue local opportunities to increase outreach in the community.
- Create partnerships with schools, universities, and parishes to recruit volunteers.
- Manage the volunteer application process, verify and document background checks and required insurance trainings for all agency sites.
- Conduct volunteer interviews for the Lincoln site.
- Provide orientation and training for volunteers.
- Maintain the volunteer database to ensure all volunteer-led projects are achieved and that hours are properly tracked for the Lincoln, Auburn and Imperial Sites.
- Maintain an ongoing relationship with volunteers to ensure a positive experience.

Program Functions:

- Coordinate with the Knights of Columbus to organize logistics for the sandwich program.
- Coordinate with the Food Bank and participating Catholic schools for the monthly food market program.
- Assist the Regional Director of Social Services in managing the inventory of the food pantry as well as communicating to schools, parishes, and others the needs of the homeless and working poor.
- Create and engage volunteers in the agency's effort to promote healthy living via the CSS food market program.
- All other duties as assigned.

Preferred Competencies:

- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

Qualifications:

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable Federal and Nebraska laws.

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk and hear. The employee must regularly lift and/or move up to 25 pounds.

Working Environment:

While performing the duties of this job, the employee is frequently exposed to inside and outside weather conditions. The noise level in the work environment is usually moderate.

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