

Volunteer Coordinator
Contractor, 10 Hours/Week

SUMMARY

The Volunteer Coordinator will evaluate Arlington Neighborhood Village's (ANV's) volunteer program to ensure effectiveness and to recommend and/or implement changes related to recruiting, staffing, training and celebrating volunteers in support of the mission of ANV. This position is key to maintaining the ANV volunteer program and building its capacity and sustainability to ensure continued growth of the organization. The position reports to the Executive Director and will work closely with the ANV Volunteer Committee and the Member Services Manager.

ABOUT ARLINGTON NEIGHBORHOOD VILLAGE

Arlington Neighborhood Village is a volunteer-driven, non-profit organization, serving residents who are 55 and older in Arlington County, VA. ANV's mission is to enable members to continue living in their own homes as they age – safely, independently, and with an enhanced quality of life – by providing access to support services and social opportunities (www.arlnvil.org).

For an annual fee, members have access to a variety of volunteer-provided services such as transportation, shopping assistance, minor home maintenance, technology help, and social, educational and wellness programs.

In addition to these direct services provided to members by volunteers, volunteers are also critical to the ongoing management of ANV supporting office operations and a well-engaged Committee structure. A well-staffed Volunteer Committee manages ANV's pipeline of volunteers – interviewing, training and vetting prospective volunteers. The Volunteer Coordinator will work primarily to enhance other aspects of ANV volunteer management.

POSITION RESPONSIBILITIES

- Evaluate ANV's volunteer programs to ensure effectiveness and to recommend/ implement changes as appropriate
- Recruit and match prospective volunteers with ANV's needs, including:
 - Publicizing ANV volunteer opportunities, including use of social media
 - Attending or staffing events within the community to recruit volunteers
- Ensure effective orientation and training of new volunteers
- Plan and implement formal and informal volunteer recognition activities
- Provide timely statistical and activity reports on volunteer participation

KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to the mission of Arlington Neighborhood Village
- Prior experience managing or working with volunteers
- Proficiency with social media and other online tools and resources and with basic computer applications, including the Microsoft Office Suite
- Organization and planning skills
- Ability to communicate effectively orally and in writing
- Leadership skills, energy, and enthusiasm
- Strong interpersonal skills
- Ability to effectively manage a wide array of tasks, projects, and responsibilities

Interested candidates should email a cover letter and resume to ExecDir@arlnvil.org. Applications will be reviewed on a rolling basis and the position will remain posted until filled. Effort is budgeted at \$20/hour.

February 21, 2019