****

**JOB DESCRIPTION - P/T VOLUNTEER COORDINATOR**

Molly’s Angels of Napa Valley

Job Title: Volunteer Coordinator P/T

Reports To: Executive Director

**POSITION SUMMARY**

Helps to coordinate the volunteers for Molly’s Angels programs: Transportation, Hello Molly Care Calls, and Emergency Grocery Delivery Programs. Organizes and supports outreach efforts to recruit new volunteers. At present, this is a part-time position 20-25 hours and is in-office during the week with flexible hours to an extent. Availability is needed Monday – Thursday (Friday optional) for 4-5 hours a day. May include some weekend hours during Farmer’s Market season, community events, fundraisers.

**VOLUNTEER COORDINATION & ADMINISTRATION**

* Monitor, organize, and respond to organization email
* Tracking, communication, and coordination of prospective and current volunteers, managing entire process
  + Send appropriate steps to prospective volunteers, answering any questions
  + Ensure forms, documents, and paperwork are compliant, up to date, and filed
  + Oversee background check completion and evaluation
  + Create online system login credentials for new volunteers
  + Train volunteers on protocol and online system
* Maintain volunteer communication and appreciation to increase retention
  + Establish relationships and be primary point of contact
  + Fill outstanding rides in need of volunteers
* Certify forms from volunteers are completed accurately and submitted in a timely basis
* Administrative support to Executive Director & Director Marketing as needed

**PROGRAM COORDINATION**

* Manage program logistics including but not limited to:
  + Answer phones throughout the day
  + Schedule appointments
  + Onboard new clients
  + Respond to inquiries
* Book Lyft Concierge rides (when there is no volunteer) through online platform
  + Coordinate dispatching
  + Track and monitor budget usage

**COMMUNITY EVENTS**

* Community outreach including events, collateral distribution, and presentations
* Recruit and manage volunteer responsibilities for organization events
* Setup and manage booth at events, primarily Farmer’s Market (spring/summer only)
* Support coordination, planning, and research of community event calendar and outreach ideas
* Support planning of Annual Volunteer Appreciation lunch

**OTHER SKILLS**

* Digital skills: computer proficiency/database management/Microsoft/Word/ Excel/ Powerpoint/Outlook are required
* Excellent interpersonal and telephone skills
* Ability to deal with seniors who may suffer from memory loss and other medical issues
* Reliable transportation
* Organized and ability to multi-task
* Proficient public speaking

**PREFERRED BUT NOT REQUIRED**

* Napa based
* Bilingual (Spanish/English)

**SALARY**

20-25 hours per week

$25 per hour.

Open until filled.

Please send cover letter and resume to: [Olivia@mollysangels.com](mailto:Olivia@mollysangels.com)

Molly’s Angels is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.