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**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

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.