

Volunteer Coordinator Job Description

The Volunteer Coordinator manages the recruitment and assignment of volunteers for Whatcom Pride Events. This volunteer role includes communicating with potential volunteers before events, regarding job assignments, answering volunteer inquiries, and recruitment of new volunteers. During Whatcom Pride Events, the Volunteer Coordinator will coordinate with volunteers to ensure they are informed and able to facilitate a successful event for all attendees.

Responsibilities

Volunteer recruitment and communications:

- Respond to inquiries about volunteering and manage list of interested persons
- Manage lists of past volunteers, including keeping contact information up to date
- Work with committees to determine levels of need for event volunteers
- Communicate with volunteers regarding Event jobs that need filling
- Communicate with volunteers after events for their feedback and to thank them
- Ensure volunteers feel supported and recognized for their contributions

Event Volunteer Coordination:

- Work with committee chairs to put together volunteer schedules
- Coordinate volunteer check in at event to ensure all volunteers are able to find their assigned areas/tasks
- Answer questions and concerns from volunteer before and during the events
- Work with Board of Directors and Committee Chairs to manage volunteers during events and ensure all Whatcom Pride policies, procedures, and guidelines are upheld

Qualities and Skills Required

- Strong leadership skills
- Good communication and interpersonal skills
- Ability to represent Whatcom Pride in a professional and positive manner
- Experience event planning, coordination or management preferred
- Experience with volunteer coordination or event staff management preferred