

The Gathering Place



Job Title: Part-time Volunteer Coordinator-TGP West

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The Gathering Place provides education, empowerment and support for individuals and their families with all programs and services free of charge. The volunteer coordinator will be an integral part of the westside staff working with the clinicians and administrative personnel to ensure volunteers are available to help with a variety of needs.

Job Summary:

- Responsible for the recruitment, training, supervision and retention of Westside TGP volunteers
- Manages all volunteer activities (including individuals and groups) at Westlake.

Key Responsibilities:

- Contributes to the implementation of the components of the comprehensive organizational strategic plan
- Recruits, trains, supervises and evaluates volunteers
- Meets and orients new volunteers
- Schedules and organizes volunteers for programs and services appropriate for their involvement
- Implements ongoing educational activities for volunteers
- Serves as staff liaison between TGP and TGP Warehouse pertinent to volunteer activities on the Westside
- Collaborates with TGP staff for fundraising, community education and socialization events
- Serves on the Race for the Place Executive Committee as it relates to volunteers; recruits and trains all volunteers for the Race
- Plans and implements volunteer recognition events with the Volunteer Services Manager
- Maintains records of all volunteer-related expenses
- Coordinates mailings and miscellaneous clerical projects with appropriate staff
- Participates in continuing educational activities for personal and professional growth
- Attends staff meetings
- Attends weekly meetings with Volunteer Services Manager
- Assists Volunteer Services Manager as needed.
- Complies with HIPPA guidelines when accessing PHI (Personal Health Information)
- Perform administrative duties as needed.
- Must be willing to work flexible hours

Relationships:

Reports to:

- Volunteer Services Manager

Supervises:

- TGP volunteers at TGP West

Qualifications:

Education

- Bachelor-level degree
- CVA, preferred
- **Work Experience**
- 3 years of non-profit work experience
- 2 years in a supervisory role
- Management of volunteers preferable

Physical Requirements:

- ___Ability to pick up 30 pounds

Knowledge, Skills, Traits and Values Required:

- Knowledge of Volgistics
- Strong interpersonal skills that include: listening, conflict resolution, communication (written and verbal) and team-building
- Able to interact and develop positive relationships with a wide variety of constituents
- Strong organizational and time-management skills
- Demonstrates flexibility and adaptability
- Competent computer skills
- Creative and innovative
- Proven leadership skills
- Appreciates the benefit of humor in the workplace
- Dedicated to TGP's mission, culture and vision
- Embraces TGP's *Principles of Action*

Please forward resumes to:

Diane Weiner, CVA

Volunteer Services Manager

weiner@touchedbycancer.org