Volunteer & Recruitment Coordinator

Department	Administration
Supervisor	Executive Director, Norman Thiel
Schedule	Flexible, scheduled with supervisor
Job Type	Part-Time Non-Benefited (PTN), Non-Exempt, 8 hours per week
Benefit Level	Paid Sick Leave

Position Description

The Volunteer & Recruitment Coordinator recruits, screens, onboards, and supports volunteers to advance SonBridge's mission and program goals. This role connects community members and partner groups with meaningful service opportunities while keeping volunteer coverage reliable and well-documented.

Duties and Responsibilities

- Communicates with all departments of the organization to identify available opportunities and needs for volunteers and employees.
- Develop and execute creative outreach strategies to attract a diverse pool of individual and group volunteers and/or employees through online platforms, community events, local partnerships, and social media.
- Review applications, conduct interviews, coordinate background checks, and lead orientations and role-specific trainings.
- Respond to incoming inquiries, conduct interviews or screenings, and match candidates to appropriate program needs.
- Gathers information about each volunteer and employee's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data.
- Lead engaging orientation sessions and coordinate role-specific training.
- Ensure all background checks, compliance documentation, and safety waivers are completed and filed accurately prior to service.
- Maintain and update volunteer database (Volgistics).
- Coordinate, and assign volunteers to appropriate departments, supervisors, and/or mentors.
- Regularly communicate with volunteers to ensure placement is a good fit for individual's skills and goals.
- Maintains file, record, application, and other data concerning volunteer program.
- Provide input for guidelines, best practices, and procedures for volunteer and employee programs.
- Plan and execute volunteer appreciation events, newsletters, and feedback surveys to foster a strong sense of community.
- Represent the organization at local fairs, civic groups, and corporate volunteer days.
- Build collaborative relationships with local schools, faith communities, and businesses.

Qualifications and Skills

- Exceptional interpersonal, public speaking, and written communication skills.
- Attention to detail, strong organizational skills, and strict confidentiality.
- Strong proficiency in volunteer management software, database tracking, and Microsoft Office / Google Workspace.
- Ability to work independently, exercise good judgment with sensitive/confidential information, and build rapport with diverse populations.
- Valid state driver's license and reliable transportation (if local travel is required).
- Availability to occasionally work non-standard hours, including evenings or weekends for special events.

Education and Experience

- Experience in volunteer coordination, recruiting, community outreach, or nonprofit program support.
- Associate's or Bachelor's degree in nonprofit management, human resources, communications, social services, or equivalent practical experience.
- Strong written and verbal communication skills, public speaking comfort, and sharp attention to detail.