**Volunteer Position: Volunteer Coordinator**

**Supervisor:** Executive Director

Building Beyond the Walls (BBTW) creates an experience through inclusive hands-on construction skills training that increases confidence and self-reliance. By focusing on projects that give back, we connect individuals more deeply in their communities.

We build community by:

* Bringing strangers together for a common purpose.
* Building a small structure to fulfill a community need.
* Asking class participants to give fifty hours of community service in exchange for the free training.

Building Beyond the Walls seeks a **Volunteer Coordinator** to build, maintain, and enhance the organization’s volunteer program. Volunteers are essential to make everything happen at Building Beyond the Walls, so the Volunteer Coordinator is crucial to the mission and work of the organization. The Volunteer Coordinator works collaboratively with program volunteers to uphold the mission and vision. This position is also responsible for recruiting volunteers, assisting in on-boarding, training, data tracking, and volunteer recognition.

This position can, at times, work remotely from home—the volunteer is responsible for their own phone, computer, and Internet access when at their home. The Volunteer Coordinator may visit job sites and assist at events when necessary—the volunteer will be responsible for their own transportation. Most Building Beyond the Walls project sites are primarily located throughout southeast King County and northeast Pierce County.

This volunteer position is a great role for individuals who:

* Seek to make a positive impact in their community.
* Desire to become part of a vibrant community while furthering the mission of Building Beyond the Walls.
* Enjoy building relationships with a diverse and talented group of people!
* Want to build their skillset and gain experience needed to work in nonprofit organizations.

**Responsibilities:**

The Volunteer Coordinator manages the volunteer program. This includes:

* Adhere to the mission, vision and core values of the organization.
* Recruit volunteers from a variety of platforms (in-person, online, social media, etc.).
* Manage volunteer applications and organize different volunteer skillsets.
* Arrange appropriate volunteer training when needed.
* Produce schedules for special events.
* Oversee tracking of volunteer hours.
* Communicate frequently with volunteers to ensure they are satisfied and well-placed.
* Distribute information for upcoming events.
* Keep detailed, confidential records of volunteers’ information and assignments.
* Ensure that Building Beyond the Walls’ mission and vision are clearly communicated to all volunteers.
* Manage volunteer recognition.

**Skills and Qualifications Needed:**

Individuals interested in the Volunteer Coordinator volunteer position should possess the following skills and/or qualifications:

* Understand and support the mission and vision of Building Beyond the Walls.
* Excellent interpersonal skills—ability to communicate effectively with people from diverse backgrounds.
* Strong computer, verbal and written communication skills.
* Strong Excel and CRM experience.
* Collaborative, team player.
* Self-motivated—able to take initiative on projects.
* Value ethics in working with others.
* Organized, resourceful and detail oriented.
* Ability to maintain confidentiality while tracking volunteers’ information.
* Ability to pass a criminal history background check.

**Time Commitment:**

This position is year-round and requires a **6-month minimum commitment**. This is a flexible position that requires about 10-12 hours a month on a regular basis.

**Training:**

All volunteers submit an application and agree to a background check.

All volunteers will attend an orientation and trainings that include:

* Best practices, policies, procedures and expectations.
* Info on Building Beyond the Walls’ mission, vision, and core values.
* Volunteers are encouraged to take first aid and mental health training through resources in their community (e.g., Fire Department or mental health agencies).
* Volunteers are encourage to additional training as it is presented. If you see a class that you wish to take and is job related, please talk with your supervisor. We work hard to help our volunteers be successful and more confident in their jobs.

*All volunteers must undergo the Building Beyond the Walls volunteer application and on-boarding process.*