**Position Title:** Volunteer Coordinator
**Reports To**: Director of Marketing & Communication
**Date:** October 2026
**Location:** Allard Square/Hybrid

**Position Summary:**

This role is centered within Cathedral Square's housing and SASH panels and involves fostering relationships with organizations and institutions that offer volunteer hours, promoting Cathedral Square's and the SASH mission, and ensuring volunteer and internship efforts align with program and participant needs.

**Primary Responsibilities:**

I. **Volunteer Recruitment & Engagement:**

- Identify and recruit volunteers to support Cathedral Square housing sites and SASH panels.
- Engage with organizations that encourage staff volunteerism and introduce them to Cathedral Square.
- Promote volunteer opportunities for businesses, schools, and community groups.
- Maintain volunteer database and manage postings on United Way of Northwest Vermont and Cathedral Square's website in coordination with the Director of Marketing.
- Plan and coordinate promotional events.
- Gather data on program participation and compare it to organizational goals.

II. **Volunteer and Internship Coordination & Supervision:**

- Develop relationships with local colleges and universities to secure practicum and internship placements.
- Oversee onboarding, ensuring necessary paperwork and compliance standards are met.
- Welcome volunteers and interns to CS, give overview of the organization and our programs.
- Ensure all supervision requirements for practicum of students and interns, including supervisors' evaluations, are met. Typically, the site staff will be the supervisor
- Respond to CS volunteer inquiries and guide applicants through the onboarding process.
- Conduct orientations for new volunteers and ensure HIPAA compliance.
- Plan, schedule, and coordinate volunteer opportunities.

- Recognize and appreciate volunteers for their contributions.
- Provide diverse opportunities for volunteer involvement.
- Manage and track metrics to evaluate the performance and effectiveness of the outreach events and programs.

III. **Community Engagement & Fundraising:**
- Collaborate with businesses on fundraising efforts, including in-kind donations and sponsorships.
- Record in-kind donations in Bloomerang and ensure thank you/acknowledgement letters are sent.
- Serve as a point person for volunteer events and coordinate engagement opportunities.

IV. **Other Duties:**

Additional responsibilities as assigned to support Cathedral Square's mission and volunteer programs.

V. **<u>Cathedral Square Standards of Conduct:</u>**

a. Demonstrates a commitment to the mission and values of Cathedral Square.
b. Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
c. Protects the privacy and confidentiality of information related to residents, families, staff and general Cathedral Square operations.
d. Communicates a positive image about Cathedral Square to the community.
e. They conduct themselves in a safe manner by adhering to all safety practices, rules and standards throughout the workday.
f. Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
g. Maintains a professional appearance that is appropriate for their position.
h. Reports to work on time, provides advance notice for time off, completes timesheets accurately and appropriately manages CTO time.
i. Demonstrates a commitment to integrity in work habits and use of Cathedral Square resources.
j. Cathedral Square's mission and operations require that an employee is prepared to perform duties as assigned that may be outside their principal responsibilities.

**<u>Minimum Qualifications:</u>**

Bachelor's degree preferred. Previous experience coordinating events or services specifically for older adults or those with disabilities is preferred. A resourceful and proactive self-starter who anticipates challenges, takes initiative, and drives results independently. Knowledge of area businesses and resources is preferred. Demonstrated excellence in verbal and written communication and organization is required. Must possess a valid driver's license. Experience

working in Microsoft365 and Publisher is preferred. Proficiency in Word, excel and data entry is required.

**Working Conditions and Physical Demands**

a. Must be able to lift/push up to 25 pounds.
b. Exposure to body fluids, infection and odors and behavior of residents/participants.
c. Must be adaptable to working in a high stress work environment.
d. Must be in good general health and demonstrate emotional stability in order to cope with the mental and emotional stress of the position.
e. Must have a valid driver's license, ability to attend off hours functions and presentations.
f. Must be able to lead resident field trips off site.

Note: Non-Essential Duties are noted with an asterisk.

Employee Name (printed) _____

Employee Signature_____

Date:_____