



Volunteer Engagement Coordinator
Job Posting
(rev.11.16.23)

ABOUT US:

Since 1985, Compeer Buffalo has been providing social support in the form of friendships, to individuals (age 6 and up) who are striving for mental wellbeing. We know that friendship decreases loneliness and isolation, therefore we offer 1:1 friendship, social engagement activities, school-based mentoring, and mental health education in our community.

At Compeer Buffalo, we are deeply committed to creating a diverse and inclusive workforce that reflects our values of Mental Wellbeing, Inclusion, Trust & Transparency, Integrity, and Curiosity. We welcome and encourage candidates from all backgrounds to apply, and we strive to create a workplace where everyone feels valued, respected, and empowered to succeed. Compeer is a 2023 Buffalo Business First Best Place to Work finalist.

POSITION DESCRIPTION:

The Volunteer Engagement Coordinator (VEC) is responsible managing and nurturing relationships with volunteers, facilitating their engagement with various programs within the organization. This role will involve recruiting, screening, training, and providing ongoing support to both volunteers and the staff who supervise them. The major responsibilities of this position include:

Volunteer Recruitment

- Develop and implement a quarterly volunteer recruitment plan, using data to drive plans that align with organization goals and initiatives.
- Serve as main point of contact for prospective volunteers and volunteer applicants for all Compeer programs including 1-1 friend volunteers, social activity volunteers, office volunteers, college interns, outreach volunteers, and fundraising event volunteers.
- Facilitate onboarding process for all prospective volunteers, including conducting information sessions, reviewing volunteer applications for eligibility, coordinating volunteer interview, orientation, reference checks, and background checks.
- Facilitate monthly volunteer orientation session(s)
- Represent Compeer at community events such as fairs, tabling opportunities, business; class presentations; mental health related events; and meetings with a focus on volunteer recruitment.

Volunteer Engagement

- Supervise the outreach volunteer role.
- Develop and implement annual volunteer recognition strategies, such as volunteer anniversaries, match milestones, birthdays, and volunteer appreciation month.
- Facilitate the Volunteer Advisory Committee including meeting facilitation and membership.
- Maintain communication with current volunteers through e-communication and phone calls.
- Maintain relationships with community partners for volunteer needs and service projects.
- Facilitate offboarding process for exiting volunteers.

Additional Organization Opportunities

- Employees are encouraged to join one organization wide committee: Justice Equity Diversity and Inclusion Committee (JEDI), Safety Committee, or Celebration Committee.

- Employees are encouraged to become a certified Mental Health First Aid instructor.
- Other special projects are based upon interest of employee and need of organization.

ABOUT YOU:

- You have a passion for helping others, outgoing personality, and operate with efficiency.
- You model behaviors of being a team player.
- You have excellent communication and organization skills, are detail oriented and follow-through on tasks and goals.
- You can deliver informative and engaging presentations to a variety of audiences.
- You exercise discretion and sound judgement with managing confidential information.
- You understand and have the capacity to set a work schedule that aligns with the needs of volunteer coordination, which at times includes evening or weekend hours.
- You have reliable transportation to travel throughout Erie County for outreach events as required.
- You have experience in the human services, human resources, communications, or public relations field.

BONUS:

- You have experience working in the mental health industry.
- You have experience working with database, project-management, and/or virtual meeting software such as *Innovative Mentoring*, *Microsoft 360*, *Zoom*. Training will be provided where needed.
- You have knowledge of volunteer management principles.
- You share knowledge you learn with the team that may help all learn new and efficient ways of work.

SALARY/BENEFITS:

Salary range of \$36,000 to \$38,000

Employees work a 4.5-day work week.

From the time of hire, employees accrue 140 hours of vacation time, sick time and 4 mental health days a year. Also, we offer 11 holidays, contribution towards employee pension, professional development opportunities, dental (full), vision (full) and single health insurance coverage (90%).

Job Type: Full-time, Non-Exempt	Hours/Days: Typical hours 9a-5p, some non-traditional hours. Fridays are 9 am – 12 pm.
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APPLICATION:

Please submit a resume and cover letter to Lisa Johnson, Chief Strategy Officer, at lisa@compeerbuffalo.org to be considered for this role.

At Compeer, a diverse, inclusive, and equitable workplace is one where all employees, clients, volunteers, board members and stakeholders whatever their gender identity, economic status, race, ethnicity, national origin, age, sexual orientation or identity, education, religion or belief, marital status or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments and programs.