Volunteer Coordinator Job Description
We Are Family

Job Summary
The Volunteer Coordinator works to develop a comprehensive volunteer program including, recruitment, training, placement, and stewardship of all interns and volunteers for We Are Family. The Volunteer Coordinator will work closely with the Executive Director, Program Director and Thrift Store Manager to ensure volunteers understand, facilitate, and communicate agency vision and services in all areas where needed.

This position reports to the Executive Director and works in partnership with staff, stakeholders as well as directly with community members of diverse backgrounds. This is a part-time position (10 hrs/week) and contingent on funding.

Duties & Responsibilities
Essential Duties and Responsibilities include, but are not limited to, the following:

- Table at community outreach events and ensure that updated tabling supplies are made available/accessible at all WAF events
- Coordinate and supervise volunteers at community outreach events
- Advertise and promote volunteer opportunities through social media, email, community outreach, and other contact points
- Update and maintain volunteer contact info/email listserv
- Communicate with volunteers about volunteer opportunities, including volunteering with youth programs and Closet Case Thrift Store
- Maintain volunteer applications via volunteer software
- Run SLED background checks for new volunteers as needed
- Participate in staff meetings, collaborative planning meetings, and other meetings as needed
- Coordinate annual donor/volunteer recognition event with the Office Coordinator, Executive Director, and Board of Directors.
- Other required responsibilities as deemed necessary by WAF staff, for implementation and completion of this project.

Qualifications & Experience
- Preferred education: Bachelor’s degree or 2 years of equivalent professional experience in a relevant field
- Preferred work experience: 1 year of experience in community outreach
- A passion for We Are Family’s work and its mission to make the South a better place for LGBTQ youth and a commitment to follow all policies and procedures of the organization
• Flexible availability to work evening, weekend, and extended hours including overtime as needed
• Willing to complete a background check
• Experience providing volunteer trainings & LGBTQ competency trainings
• Good verbal and written communication skills, including strong organizational skills, attention to detail, and interpersonal skills
• Strong computer skills and knowledge including word processing database operations, spreadsheets, and other software systems
• Demonstrated ability to work effectively with people of diverse racial and ethnic identities, nationalities, sexual orientations, gender identities, socioeconomic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical/mental abilities in a multi-cultural environment

Compensation:
• Hours: 10 hours/week
• $16-17 per hour
• Professional development opportunities available upon request and approval
• Non exempt

To apply:
Please submit a cover letter and a resume in a Microsoft Word or Adobe PDF document by email with “Volunteer Coordinator_(First and Last Name)” in the subject line to info@waf.org.

About the Organization:
As a Southern Grassroots non-profit organization, We Are Family’s mission is to provide affirming spaces for LGBTQI+ (lesbian, gay, bisexual, transgender, queer/questioning, intersex, etc.) and ally youth up to the age of 24 through direct support, leadership development, and community engagement.

Position is located in Charleston, SC.

Equal Opportunity:
We Are Family is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, HIV status, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.