

Volunteer Coordinator

Position Reports to:	Chief Operating Officer	Independent Contractor Grant-Funded Contract Position
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Organization Summary

United Way advances basic needs, education, and financial stability for every person in the community. By bringing together individuals, corporate partners, and nonprofit organizations, United Way provides critical support and creates opportunities that no organization can deliver alone. United Way of Greater Waterbury recognizes that varied experiences and perspectives strengthen our work.

Contract Summary

The Volunteer Coordinator will provide contracted services to support the implementation and continued development of the Regional Volunteer Hub in collaboration with United Way of Greater Waterbury, United Way of Naugatuck and Beacon Falls, and United Way of Northwest Connecticut. Services will include connecting nonprofit partners and participating United Ways; helping local nonprofit organizations develop inclusive volunteer roles, communicate clear expectations, use the volunteer database, and provide welcoming volunteer experiences; promoting regional opportunities; responding to partner questions; coordinating community volunteer events; maintaining accurate program information; and supporting grant-related reporting and program improvement. This is a short-term, grant-funded independent contract position. The term, scope, and available hours are subject to the grant and contract. Some evening and weekend availability may be needed to coordinate and participate in community volunteer events.

Responsibilities

- Grow and expand nonprofit volunteer opportunities in the community while helping ensure that United Way volunteers have an excellent experience.
- Serve as the primary contact for Regional Volunteer Hub opportunities.
- Serve as a United Way representative in the community and with other community groups that help advance United Way's agenda and all its volunteer initiatives.
- Recruit local non-profit organizations to ensure the community has access to volunteer opportunities.
- Train local nonprofits on how to utilize the database as a train the trainer to support their volunteers.
- Create onboarding and training materials for local non-profits.
- Work alongside other Local United Ways Regional Volunteer Hubs to share data and localized nonprofit feedback.

Volunteer Coordinator

- Comply with the reporting requirements as outlined in the memorandum of understanding (MOU).

Requirements

- A positive, team-focused, can-do attitude with a commitment to excellent customer service
- Willingness and ability to build and maintain strong relationship with key stakeholders
- Strong organization, logistical and project management skills
- Exceptional interpersonal skills with the ability to communicate to key stakeholders and staff; strong written, public speaking and presentation skills
- Ability to problem-solve in the moment and juggle multiple priorities
- High degree of professional integrity to deal ethically with confidential information
- High comfort level with MS Office suite, Google apps including Gmail, social media, and email marketing tools such as Constant Contact.
- The ability and willingness to support peer to peer, social media, digital, and volunteer fundraising efforts
- Must have valid CT driver's license and utilize own transportation for field work (with expense reimbursement)
- The ability to lift 40 pound boxes to a height of 3-4 feet and load them into and out of vehicles as necessary for volunteer projects.
- Photo and video experience is a plus

Compensation and Schedule: \$22–\$25 per hour, up to 37.5 hours per week, for the term of the grant and contract. The contractor is responsible for all applicable taxes, insurance, and other obligations associated with independent contractor status. United Way is an equal-opportunity organization and seeks contractors who reflect the diversity of the communities we serve. Contract opportunities are offered without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, employment status, veteran status, or any other characteristic protected by law.