

# HELPING MAMAS

## Volunteer Resources Manager

### Job Purpose / Objective

The purpose of the Volunteer Resources Manager position is to direct and oversee volunteer activities and develop and enhance corporate relationships and engagement which is critical to the mission of Helping Mamas. This position will also provide a key role in the realm of managing the intern program, coordinating volunteer events, and working closely with the Director of Advancement to increase volunteer giving and working on overall corporate development.

### Essential Functions & Primary Duties

- In accordance with the Volunteer and Intern Policies, manages all volunteer resources for the Agency and its programs, including recruitment, orientation, record keeping and recognition.
- Ensures that all Agency volunteers complete all necessary paperwork prior to participating in any Agency-sponsored event and/or service, in accordance with Volunteer and Intern Policies.
- Assesses each program's need for assistance, capacity for utilization of volunteer resources and available volunteer opportunities.
- Work with Director of Advancement and Marketing Coordinator on all recruitment materials and
- Maintaining all volunteer recruitment tools and sites.
- Responsible for volunteer orientation materials and providing support to all volunteer individuals and groups, maintaining accurate and current files on each.
- Plan and direct recognition activities for volunteers and the employees who supervise them
- Remain abreast of current trends in volunteer management and documentation for not-for-profits.
- Meets regularly with Program staff to ensure common vision and progress in mutual goals regarding volunteers.
- Manage *The Ultimate Volunteer Experience* annually
- Supervise and Engage with volunteers during events and provide follow up communications to volunteers post event
- Provide overall management to the intern program
- All other duties as assigned

## Qualifications Required

- Bachelor's Degree in Nonprofit or Volunteer Management or related field strongly preferred
- 2-5 years of experience in the nonprofit sector and working with volunteers
- 2-5 years of experience in developing corporate relationships preferred
- Access to a car
- Passion for the vision, mission, and values of Helping Mamas
- Strong interpersonal and organizational skills
- Ability to maintain organized records
- Ability to modify work schedule and work varied hours—nights and weekends as needed
- Physical Requirements: none

Salary Range: \$48,000-\$54,000