

Volunteer Program Aide

Summary:

The Volunteer Program Aide will provide support to the oversight of all volunteer programming and coordination. The major duties will be to assist with program management operations, policies and procedure compliance and assist with volunteer recruitment, training, and service assignments. The Program Aide will work with staff of the Hannan Center Departments to support volunteer performance

VOLUNTEER JOB DESCRIPTIONS—GENERAL HANNAN SUPPORT

within the various Departments when assigned. The Aide will also act as a representative for the Volunteer Program Coordinator in various settings when requested to do so.

Sample Duties and Responsibilities:

- Support facilitation of orientation and specialized training on Volunteer Program functions and cross-training for volunteer roles in other departments
- Assist with procedures/protocols for recruitment, training and management of volunteers to include but not limited to matching peoples' skills and interests with volunteer opportunities
- Assist with promotional events, provide program information presentations to inspire interest/ participation of other volunteers
- Respond to volunteer inquiries
- Work with Hannan Department staff to support volunteers with their job performance and compliance with Volunteer Program policies and procedures
- Data collection/data entry, documentation and maintenance of documents as instructed
- Serve as a potential leader to inspire interest/ participation of other volunteers
- Participation in opportunities to improve Volunteer experiences at the Hannan Center (offering constructive suggestions)
- Assist with volunteer appreciation and recognition activities

Interests:

- Creative problem solving
- Teaching & training
- Connecting people to opportunities that meet their interests and skills

Ideal Qualifications, Skills, and Abilities:

- Strong customer service skills
- Good oral and written communications skills
- Intermediate level proficiency with Microsoft Office
- Strong organization skills
- Event planning, decorating, coordination