



POSITION: VOLUNTEER COORDINATOR

REPORTING RELATIONSHIP: Volunteer Program Manager

POSITION SUMMARY: The Volunteer Program Coordinator will be the primary point of contact for new and existing volunteers, and will support all of the functions of the Volunteer Program as the program relates to all health centers. This can include recruiting, orienting, training and recognition activities for new and existing active volunteers, managing communications with volunteers, scheduling volunteers to support agency special events, supervising central office volunteers, and assuring compliance with regulatory agencies. The Coordinator is responsible for maintaining the records of all volunteers in a centralized database.

MAJOR RESPONSIBILITIES:

1. Process and maintain volunteer licensed health care provider applications according to the Florida Department of Health Care Volunteer Health Services Program including sovereign immunity contracting through the DOH Area Coordinator.
2. Track and maintain a record of all current LHCP and send out an annual CE letter for their records.
3. Track and maintain required biennial ARNP Protocol forms
4. Work with the Area Coordinator of the Florida Department of Health Care Volunteer Health Services Program to maintain volunteer standards of the program; to secure and distribute new directives, such as Eligibility and Income requirements along with scheduling monthly training.
5. Schedule regular New Volunteer Orientation meetings for training new volunteers including additional training for LHCP and Eligibility Specialists. Also, provide refresher training as needed for current volunteers.
6. Work with each Health Center Manager, Sponsoring Faith Partner, and designated Health Center Volunteers, to recruit new volunteers in every position.
7. Develop a program to recognize the contribution of volunteers including Volunteer Appreciation Month, Doctor's Day, Nurses Week and PA's. Also work with advisory councils and Health Center Managers to recognize the anniversary dates for the opening of each clinic.
8. Work with all Health Center Managers to have appropriate guidelines for all volunteer positions.
9. Create and provide training packets and materials to be used at all training sessions.
10. Create and distribute quarterly newsletter to all of the volunteers.
11. Perform the clerical work and database management that that is required for proper maintenance and administration of the volunteer program.

EXPERIENCE REQUIREMENTS: College graduate preferred with experience in non-profits or human services; extensive volunteer experience helpful. Able to organize materials; must have computer skills. i.e. Microsoft Office and Donor Perfect. Must be highly organized, dependable professional with strong communication skills, (verbal, written and presentation). Must be committed to excellence and volunteer communication and retention. Must have the ability to multi-task in a busy office setting. Comfortable working in a faith-based setting.

Working Conditions and Physical Effort:

Work can involve moderate exposure to unusual elements such as loud noises, hectic environment, and exposure to outside elements. Light physical effort required. Standing, walking, and some lifting during special events.

April 2012