



JOIN OUR TEAM!

CRC seeks versatile self-starters who are flexible and resilient, with energy and enthusiasm for helping empower immigrant and low-income families!

Position: Part-time Volunteer Coordinator

Supervision: Reports directly to the Director of Operations and Programs

Hours and Compensation: 20 hours a week; \$20,000 annually

About Us: Community Resource Center empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving community members.

Overview: CRC seeks a skilled and organized volunteer coordinator to manage the volunteer program and support our mission. This involves recruiting, training, and supervising volunteers, ensuring they are effectively integrated into the organization's events, activities, and projects and that their efforts align with our mission and values.

Responsibilities:

- Oversee volunteer recruitment, training, and orientation.
- Attract diverse volunteers through planning and promotional material.
- Manage volunteers and activities
 - Assign volunteers to suitable roles
 - Maintain accurate records and schedule of activities
 - Coordinate volunteer coverage for all activities
 - Establish open and regular communication
 - Foster a welcoming environment
 - Evaluate the volunteer program through feedback, surveys, and data analysis
 - Develop and enforce policies and procedures
- Collaborate with program managers and oversee volunteer involvement in programs
- Outreach in communities, schools, local organizations and businesses, corporate partnerships, and online platforms
- Develop strategies to connect volunteers with donor opportunities and vice versa

Qualifications:

- Proven experience in volunteer coordination and community outreach or a related field
- Strong interpersonal and communication skills (ability to work with a diverse group)

Working Conditions:

- Occasional evening and weekend work to accommodate volunteer activities and events
- Ability to travel locally for community outreach and events

Please send a resume and cover letter to Marco at mbohorquez@crcny.org