

Volunteer Coordinator

ROLE INFORMATION

POSITION TYPE: Volunteer Full Time Part Time

TEAM: Operations

SUPERVISOR:

TIME COMMITMENT: This position requires a **one-year commitment** with approximately 8-10 hours per a week

IN-OFFICE/REMOTE: In-Office Remote

RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

GENERAL ROLE DESCRIPTION

Reset180 could not do this important work without our volunteers. The Volunteer Coordinator is a volunteer role that manages the onboarding process of new volunteers, coordinates volunteers for Reset180 events, tracks and updates volunteer statuses, coordinates with team leads for volunteer needs, and ensures that our volunteers feel appreciated and valued. As a member of the Reset180 leadership team, this role also serves as a support to other team leads and may occasionally be asked to help with joint projects. The weekly time commitment will depend on how many potential volunteers we have. More time will be required in the beginning to become familiar with Salesforce, our volunteer process, to create a calendar of appreciation ideas. Most work can be done from home, but you are always welcome to work out of our Resource Center.

RESPONSIBILITIES

- Learn about Reset180, organization structure, and volunteer positions
- Respond to inquiries and emails to the volunteer email account in a timely manner
- Manage the onboarding and offboarding process of volunteers
- Check the status of volunteers in-process daily and keep their Salesforce record up to date
- Attend biweekly leadership meetings
- Recruit volunteers for Reset180 open roles and events (attending events, as needed, to manage volunteers)
- Assist with monthly volunteer update
- Run monthly background check report and notify volunteers who need an updated background check
- Facilitate improvement upon our virtual presence and training capabilities
- Plan and implement annual volunteer appreciation event
- Request updates to Volunteer page on website (as required)

QUALIFICATIONS AND REQUIREMENTS

- Respect for confidentiality of volunteer records
- Proficient with Salesforce data management or be willing to learn
- Proficient with Gmail and the Microsoft Suite (Word, Excel, PowerPoint)
- Good written and oral communication skills
- Good organization and time management skills
- Must be able to commit to minimum 8-10 hours/week for a one-year period
- Minimum 21 years of age
- Must be willing to use own cell phone, computer, and transportation
- Must download and use the Reset180 communication app
- Submit and pay for an online background check: currently \$18.50 (This is because we work with victims of crime, all our volunteers must go through a criminal background check)
- Sign mandatory volunteer forms
- Adhere to Reset180 policies and procedures outlined in the Volunteer Manual