

Goal:

The main role of the Volunteer Coordinator is to manage the volunteer function of Access Community Capital Fund (ACCF). Because ACCF is largely volunteer run, this role is very much integral to the human resources of our organization.

Activities & Tasks:

- Manage the ACCF database of volunteers (contact information, skills, participation).
- Maintain up to date understanding of organizational resource needs to be able to recruit and/or assign volunteers to meet these needs.
- Lead the recruitment of volunteers for loan review committees, the mentorship program, or task-specific volunteer roles in coordination with the Program Manager.
- Respond to volunteer inquiries, interview potential volunteers and refer individuals for existing organizational needs or categorize their skills/talents for potential future needs.
- Maintain contact with “retired” volunteers and make sure they are added to the Friends of ACCESS list.
- Administer the volunteers@accessccf.com email account and respond to volunteer related inquiries in the info@accessccf.com email account.
- Develop and carry out strategies and processes for volunteer recognition, participation tracking and recruitment techniques.
- Assess the need for a volunteer committee and manage tasks as such.

Time Commitment Expected:

- 4-6 hours/week

Skills, Experience & Qualifications:

- Organized and have strong sense of ownership towards responsibilities.
- Be pro-active and able to work independently.
- Previous experience with volunteer based organizations and how they function; a strong asset.
- Strong written communication and problem-solving skills.
- Be comfortable conducting majority of interactions electronically or by phone.

Support, Supervision and Evaluation provided by:

Program Manager and ACCESS Board of Directors.

Benefits to the Volunteer:

- Opportunity to be involved in a leadership position with ACCESS and play a significant role in the operations of the organization.
- Opportunity to network with new and existing volunteers from various skills and backgrounds.