

POSITION POSTING

EOE M/F/D/V

Date Posted: February 1, 2010 **Closing Date:** February 26, 2010

Position Title: Volunteer Center Manager

Department: Community Impact

Supervisor: Senior Director, Community Resources

Salary: \$ 34,000 – 40,000

Start Date: April 1, 2010

Position Status: Salaried, Full-Time Position Subject to an Annual Review

Job Classification: Exempt
In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime. Some evening and weekend hours may be required.

POSITION OVERVIEW

The Volunteer Center Manager is responsible for the management and growth of a volunteer center program. This includes developing opportunities for volunteers and service, matching corporate groups and teams to service projects, supporting capacity-building of Midlands nonprofits through technical assistance and placement of volunteers, and promoting the value of volunteer service and civic engagement through special projects and recognition events.

RESPONSIBILITIES

- Facilitate placement of volunteers
 - Work with organizations to match volunteers to leadership opportunities
 - Provide technical assistance and training in the management and retention of volunteers to nonprofits
- Identify and develop new volunteer opportunities
 - Recruit volunteers for United Way, United Way partner agencies and other community organizations
 - Collect and disseminate information about volunteer needs and opportunities
- Promote community volunteer opportunities, the value of volunteer service and civic engagement
 - Organize, promote, and coordinate community service projects for corporate and other teams
 - Coordinate Days of Action, community-wide service events
 - Coordinate volunteer recognition activities
 - Develop Service Learning and similar programs as a means to foster volunteerism among young people

REQUIRED QUALIFICATIONS

- BA/BS degree
- Experience in volunteer management or a related field
- Experience working with diverse groups of people
- Demonstrated ability in the use of Word, Excel, Outlook
- Oral, written, presentation and interpersonal skills

PREFERRED QUALIFICATIONS

- Strong analytical and organizational skills
- Experience event special event planning and management
- Experience with web-based data systems

Qualified candidates should submit resume and cover letter to:

Karen Oliver
Senior Director, Community Resources
1800 Main Street
Columbia, SC 29201
Email address: koliver@uway.org