

Volunteer Engagement Coordinator

Best Foot Forward is a nonprofit based in Boca Raton, serving at-risk and foster care students throughout Palm Beach County. We are looking for a Volunteer Engagement Coordinator to join our incredible team! The Volunteer Engagement Coordinator will play a vital role in our nonprofit, responsible for recruiting, organizing and retaining volunteers. They will ensure that our volunteers stay involved and that our projects are completed as needed.

This is a full-time (40 hours per week) salaried position with some work from home flexibility.

Best Foot Forward is a growing agency with an exceptional work environment. We offer generous PTO, dental and vision insurance, medical insurance, a 401K plan and other benefits. This is a salaried position, amount commensurate with experience.

Job Responsibilities:

- Volunteer Onboarding:
 - Oversee initial volunteer screening and process applications
 - Develop and facilitate volunteer orientation sessions to familiarize new volunteers with our organization's mission, values, and policies
 - Provide support to volunteers to ensure they are equipped with the necessary skills and knowledge to fulfill their roles effectively

- Volunteer Management:
 - Maintain accurate records of volunteer information, including contact details, availability, and volunteer interests
 - Coordinate volunteer schedules and assignments, ensuring that all volunteer roles are filled and adequately supported
 - Regularly communicate with volunteers to provide updates, gather feedback, and recognize their contributions
 - Track all volunteer hours and create reports
 - Manage volunteer software system

- Volunteer Engagement and Recognition:
 - Develop and implement strategies to foster a sense of belonging and community among volunteers
 - Plan volunteer appreciation events, recognition programs, and other initiatives to celebrate and thank volunteers for their dedication and hard work

- Volunteer pictures and videos
 - Ensure pictures and/or videos are taken of all volunteers throughout the year

- Manage pictures and videos by naming, uploading and organizing them
- Agency Support:
 - Assist Program Organizer and Events & Special Projects Coordinator with the coordination and execution of events, projects, and activities, leveraging volunteer support where appropriate
 - Involved with organization and execution of individual and group projects
- General
 - Liaison with executive management as needed
 - Complete additional tasks as needed

Skills and Qualifications:

- Previous experience in volunteer management, recruitment, or coordination preferred
- Strong communication, interpersonal, and organizational skills
- Ability to work independently as well as collaboratively in a fast-paced environment
- Proficiency in Microsoft Office and experience with volunteer management software preferred
- Commitment to the mission and values of our organization
- Bachelor's degree in a related field or equivalent work experience

If you are excited about the opportunity to join our dynamic team, please submit your resume, along with your salary requirements, to dellman@bestfoot.org.

We look forward to hearing from you and exploring how your skills and experience align with our agency's goals!