

## JOB DESCRIPTION

**JOB TITLE:** Director of Volunteers & Birmingham Reads      **Workweek Designation:** 35 Hours

**Reports to:** Executive Director      **Work Status:** Regular

**Wage Classification:** Exempt, Salaried

### **POSITION SUMMARY** (functions and objectives):

- Ensures all Better Basics programs have the necessary amount of volunteers in order to maintain the programs
- Oversees all aspects of implementing the Birmingham Reads program
- Represents Better Basics at volunteer fairs and through speaking opportunities to recruit volunteers

### **ESSENTIAL PERFORMANCE SKILLS, DUTIES AND RESPONSIBILITIES:**

- Recruits volunteers from churches, businesses, colleges and community/civic organizations in the areas served by Better Basics
- Takes all calls from potential volunteers and follows up with information on volunteer opportunities, time commitment required, and orientation/training dates
- Assigns volunteers to selected schools in cooperation with Program Director(s)
- Attends leadership and committee meetings when requested
- Participates in United Way agency fairs and other volunteer fairs that may provide potential volunteers or positive publicity for Better Basics programs
- Follows up after each fair with correspondence to contact person, to provide thanks for invitation; follows up after each fair with any interested potential volunteers
- Contacts newspapers, churches and businesses to request space in newspaper, newsletter or on employee bulletin board for recruitment advertisement, and provides follow-up with letters, faxes or emails to the contact person at each location
- Seeks and secures information on websites that provide volunteer opportunities
- Makes inquiries to businesses and corporations about matching funds to their employee volunteer hours given to Better Basics
- Maintains updated database of current volunteers for all Better Basics programs
- Conducts volunteer orientation sessions for all new volunteers in conjunction with program training
- Provides bank of trained volunteers to fill in for current volunteers when needed, or when current volunteer can no longer serve
- Contacts volunteers at beginning of the volunteer assignment to see how placement is working out and to further thank them for their participation in volunteer opportunities through Better Basics
- In cooperation with program directors, sends letters to current volunteers to see who is returning the following year and to thank them for their volunteer participation
- Performs identification verifications for the volunteers
- Orders, maintains and manages all background checks on the volunteers

**Job Description – Volunteer Recruiter & Program Coordinator (continued)**

- Collects payment from the volunteers for the background checks and forwards same along with background check documentation to the Finance Department for processing
- Maintains and updates the Directions to Schools list and distributes as needed
- Assists in supplying program materials to volunteers when needed
- Follows Office Procedures

**ESSENTIAL TECHNICAL SKILLS, QUALIFICATIONS, EDUCATION/EXPERIENCE:**

- College Degree preferred
- Excellent oral and written communication skills
- Experience working with volunteers strongly preferred
- Good computer skills, including Microsoft Word and Excel, as well as email proficiency
- Proficient in Power Point and database management software

**PHYSICAL DEMANDS:**

- Ability to lift and transport up to 30 lbs.

**WORK ENVIRONMENT:**

- Works primarily in the office, but must be available to travel to outside locations for volunteer, community and other agency fairs, as needed
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BY SIGNING BELOW, YOU STATE THAT YOU HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION AND HAVE RECEIVED A COPY OF SAME.**

---

EMPLOYEE SIGNATURE

---

DATE

BETTER BASICS IS AN EQUAL OPPORTUNITY EMPLOYER