



# Baxter Community Center

## **JOB POSTING** **Volunteer Coordinator-Part-Time**

### **Nature of Work:**

The Volunteer Coordinator provides professional support to all of Baxter's Program and Administrative Departments. Examples of work include managing volunteer recruitment, retention, recognition and record-keeping of Baxter volunteers, deepening and broadening volunteer partnerships with area churches, organizations and individuals, coordinating onsite events as needed. This position works under the direct supervision of the Executive Director and performs duties in accordance with pre-determined policies and procedures.

### **Areas of Accountability:**

1. To live out the mission, vision and core values of Baxter Community Center.
2. In collaboration with all Baxter Departments, to coordinate and standardize the recruitment, retention and recognition process for all new and existing volunteers.
3. To manage volunteer records and database, including collection, updates and reports.
4. In collaboration with the Executive Director, provide staff support to annual fundraising Event Planning Committee and Baxter on-site event coordination.

### **Desirable Qualifications and Expectations:**

- Previous Volunteer Coordination, Managerial or Human Resources experience
- Skills in database management and creating reports
- Strong computer skills
- Previous work in a human services agency
- Proven leadership experience in multi-cultural setting
- Highly self-motivated individual with strong work ethic
- Strong verbal and written communication skills.
- Cross-cultural experience.
- Honest, confidential, loyal, discerning and trustworthy.

### **Other:**

- This is a part-time position, 10-15 hours weekly.

### **To Apply:**

Submit cover letter and resume by February 9 to Executive Director, Baxter Community Center, 935 Baxter Street SE, Grand Rapids, MI 49506; or by FAX to: (616) 456-8595; or by email to: [info@baxtercommunitycenter.org](mailto:info@baxtercommunitycenter.org). Please indicate on any communications the title of the position for which you are applying.