

POSITION: Volunteer Coordinator

REPORTS TO: Director of Development

POSITION SUMMARY:

Develop, implement, and manage volunteer strategies in order to assist staff to uphold the mission, vision, and values of CommonGood Medical. Manages the recruiting, training, and scheduling of volunteers and maintains a strong volunteer base for the organization. Recruit volunteers for community outreach activities as needed. Recognizes volunteer accomplishments and organizes events to foster volunteer appreciation and to build team spirit. Participates in clinic fundraising and community events to promote the organization. Assists senior management in deploying initiatives as needed, including development of a new summer intern program.

ESSENTIAL FUNCTIONS:

- Implements volunteer recruiting and training program utilizing strong organizational skills and attention to detail.
- Plans and conducts initial volunteer orientation, and subsequent clinic/safety orientation and tour, introduction to the team.
- Performs initial interviews for all potential non-medical volunteers and forwards to appropriate team managers.
- Works in conjunction with Credentialing Coordinator for all licensed medical volunteers.
- Ensures volunteers submit or complete all required OSHA, HIPAA and VS6 trainings prior to volunteering.
- Maintains volunteer database and ensures volunteers satisfy requirements, including but not limited to background screenings, confidentiality and liability release, handbook acknowledgement, submission of resume and government issued photo ID, TB and other immunizations, work preferences and absences.
- Oversees volunteer re-training, as necessary.
- Creates Athena Electronic Medical Record user login with permissions for initial shadowing shift, instructing volunteer how to login, update confidential information, and update providers.
- Provides system administration of Volgistics, the clinic's volunteer management software.
- Maintains and coordinates the scheduling of volunteers, coordinating absences and vacations, ensuring adequate staffing for all CommonGood Medical shifts.
- Assists in providing needed volunteer hours.
- Maintains and updates Volunteer Manual.
- Works with clinic leadership to develop and implement a volunteer gap year internship program including developing marketing materials, recruiting, selecting, and overseeing placement of chosen interns.
- Assists in clinic fundraising events as directed by Director of Development.
- Maintains and improves existing collaborations with entities like Volunteer McKinney and area churches and seeks to establish future partnerships to continue a steady flow of quality volunteers.
- Conducts and participates in recruiting activities such as Collin College Volunteer Fair, McKinney Fair, etc.
- Submits Spirit of McKinney Volunteer Award nominations, Texas Governor's Award, etc.
- Honor volunteers, especially during April's volunteer appreciation month and medical recognition days by planning/executing volunteer events/gifts.
- Attend necessary meetings and conferences pertaining to volunteer management.
- Executes other assigned duties as designated by Director - Development.

JOB QUALIFICATIONS:

- Minimum Education: High School Diploma or equivalent substitute.
- Minimum Experience: 2 years; combined education/experience as substitute for minimum experience.
- Bilingual Spanish/English, helpful.
- Understand and align with the CommonGood Medical mission statement and vision.
- Excellent interpersonal, organizational, and customer service skills.
- Strong understanding of Microsoft Outlook, Teams, Excel, Word, Shared Drives, Google Docs, and Zoom.
- Knowledge of Volgistics Volunteer Management Software, Athena Electronic Medical Record and DocuSign, helpful.

HOURS:

Part-Time, Flexible, Remote (15 to 20 hours per week, as needed)

Salary is based on experience.