Volunteer Coordinator
Roles and Responsibilities

The Volunteer Coordinator plays an important role in the success of the organization. He or she works with Restore Oregon staff to support the success of selected programs and events such as the MCM Home Tour, Heritage Barn Workshop, and Restoration Celebration, as well as scheduling office volunteers to manage recurring tasks. Duties include:

- Screen, and place new volunteers in appropriate positions or committees commensurate with their skills;
- Be the point of contact for people wishing to do volunteer work for the organization and follow up with new volunteers with a welcoming communication
- Communicate upcoming volunteer opportunities and fill volunteer slots.
- Schedule and instruct volunteers in their responsibilities for particular events.
- Assist event leaders and committees with selection, placement, and organization of volunteers as needed, requested, and obtained for that event including communicating reminders of their duties and time;
- Stay in touch with volunteers and ensure their contact information is in the database.
- Communicate regularly with the organization's various committees;
- Advise the Executive Director about volunteer issues or needs as they arise;

This is a volunteer position without compensation, but mileage and expenses will be reimbursed.

The time commitment varies, ranging from 2 to 10 hours per month.