



Volunteer Resources Coordinator – Part-time Position

About The Center at Belvedere

The Center is a nationally accredited, award-winning nonprofit that creates opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. Its new home, The Center at Belvedere, is designed to be a modern, vibrant community hub. We are committed to creating an environment that is welcoming, just, equitable, and inclusive.

About the Position

Reporting to the Membership Director and working closely with the program team, the Volunteer Resources Coordinator manages The Center's volunteer activities to help effectively accomplish the mission and objectives of the organization. This includes recruiting and mobilizing volunteers for Center roles as well as building and maintaining relationships with other community nonprofits seeking volunteers.

About the Ideal Candidate

You are an energetic, motivated team player who can ably manage multiple projects. You are an excellent communicator who enjoys connecting with people and revels in helping them find meaningful ways to give back to the community. You are dedicated to providing excellent customer service, value differences in people, and consider MS Office second nature.

Qualifications

- Bachelor's degree or equivalent combination of education and work experience, preferably in volunteer management, human resources, education, or a related field
- Excellent organizational and team coordination abilities
- Outstanding communication and interpersonal skills
- A compassionate nature and the ability to inspire and motivate diverse groups of people
- Experience using databases and volunteer management systems
- Experience volunteering with nonprofit organizations
- Training and presentation skills

Essential Responsibilities

- Establish and communicate policies and procedures for a vital volunteer program, including recruitment, placement, training, recognition, and assessments.
- Work with staff to develop volunteer job descriptions and roles as needed
- Coordinate and schedule volunteer work assignments and activities as needed generally, and for Welcome Desk and Lobby specifically
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation

- Ensure that the interests of volunteers are served and the volunteer force remains well-staffed and engaged

Work Hours & Benefits

This is an on-site, part-time role at 25 hours per week. Hourly rate of \$20–\$22 is based on experience to start. Benefits include vacation, sick leave, a matching 403(b) plan, and national holidays.

To Apply

Please email your resume and a cover letter to jobs@thecentercville.org with “Volunteer Resources Coordinator” as the subject line. In your cover letter, please speak directly to your experience and your interest in working with The Center. This position is open until it is filled.