Volunteer & Community Engagement Coordinator – Part-time

About The Center at Belvedere

The Center at Belvedere is a vibrant nonprofit that helps people live more years in good health. For more than 65 years, we've provided opportunities for healthy aging through social connection, physical well-being, civic engagement, creativity, and lifelong learning—a research-based, whole-person approach to wellness. The breadth and depth of our programming has earned us a national reputation that is furthered by a spirit of continuous improvement, responsiveness to community input, and a collaborative and supportive team environment.

About the Position

Reporting to the Membership Director, the Volunteer & Community Engagement 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 while fostering a supportive environment. Passionate about volunteer work, you revel in connecting with people and helping them find meaningful ways to give back to the community.

Qualifications

- Bachelor's degree or equivalent combination of education, training, and relevant work or volunteer experience
- Experience working or volunteering with nonprofit organizations
- Excellent organizational, time-management, and follow-through skills
- Strong collaborator with demonstrated ability to build and maintain positive, professional relationships with colleagues, volunteers, and community members
- Able to communicate effectively with diverse groups
- Proficiency with databases, spreadsheets, and other technology to maintain accurate volunteer records and information

Essential Responsibilities

- Develop and implement an annual volunteer program plan, including strategies to recruit, engage, and retain volunteers
- Write volunteer job descriptions, post volunteer opportunities, and screen volunteer applicants to match them with suitable roles based on their skills and interests
- Conduct volunteer onboarding, training, evaluation, and recognition, providing ongoing support as appropriate

- Collaborate with staff to identify current and emerging volunteer needs
- Coordinate volunteer schedules to ensure adequate coverage for various tasks and events
- Maintain current and accurate records of volunteer hours and tasks
- Ensure volunteers are aware of and comply with organizational policies and procedures
- Build positive, ongoing relationships with volunteers and regular volunteer appreciation activities.
- Collect volunteer stories and testimonials to highlight impact and enhance recruitment
- Engage in community outreach and partnerships to promote the organization and its volunteer opportunities.

Work Hours & Benefits

This is an on-site, part-time role at 20 hours per week. Hourly rate of $22–$25 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 & Community Engagement 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.