



Jewish Family Services helps individuals and families achieve economic self-sufficiency and emotional stability. Supporting the Central Ohio Community since 1908, Jewish Family Services helps people find good jobs and companies find the right talent; supports seniors and caregivers in navigating the challenges of aging; connects people to community resources; empowers family self-sufficiency through financial counseling; and provides opportunities for volunteers to give back.

We welcome individuals of all faiths, races, ages, economic circumstances, sexual orientation and gender identities. Our dedicated and talented staff reflects the diverse communities we serve.

VOLUNTEER COORDINATOR & COMMUNITY OUTREACH

Reporting directly to the Director of Resource Development, the Volunteer Coordinator will partner with our current part-time Volunteer Coordinator on community outreach and the recruitment, screening, training, and placement of volunteers for Jewish Family Services. As one of two Volunteer Coordinators, this individual will provide an integrated program that meets agency and client needs for volunteer support and create engaging experiences that steward current volunteers and attract new volunteers. In this role, you will work closely across programs. This role is part of the Resource Development team.

This is a part-time position (up to 30 hours/week with the potential for increased hours in the future); pay is commensurate with experience.

Preferred Qualifications

- Bachelors' degree with at least 2 years of related experience and/or 2 to 3 years non-profit related experience; or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Strong problem solving, organizational and time-management skills.
- Demonstrated working knowledge of Microsoft Office and databases. Experience with online tools such as Canva, Survey Monkey and Salesforce is a plus, though not required.
- Experience working with volunteers, leading trainings, and/or event planning is a plus.
- Ability to travel locally and occasionally work after business hours or on weekends.
- Familiarity with local Jewish community leadership, resources and values.
- Familiarity with broader Central Ohio nonprofit community.
- Additional skills and characteristics
 - Interpersonal skills
 - Customer service oriented
 - Able to handle confidential information properly
 - Self-directed, action-oriented, innovative and flexible
 - Collaborative and patient

Essential Job Responsibilities

- Partners with the Director of Resource Development, Communications and Marketing Manager, Volunteer Coordinator and program staff to develop opportunities for individual and group volunteers.
- Leads group volunteer projects on and offsite, providing education around agency programs and infusing learning and reflection into the volunteer experience.
- Maintains a list of current volunteer opportunities and job descriptions.
- Responds to volunteer inquiries in a timely manner and provides ongoing follow-up communication with potential candidates.
- Coordinates the volunteer application process, including intake phone calls and background checks.
- Manages and tracks volunteer data including individual records and interactions.
- Assists in proactive volunteer recruitment.
- Collaborates with the Director of Resource Development and program staff to match volunteers to support client and program needs.
- Creates and updates electronic and printed volunteer collateral including job descriptions and applications.
- Collaborates with program staff and community partners on large events as needed, e.g., gift bag donation drives.
- Builds strong relationships with other local Jewish organizations.
- Develops annual volunteer recognition and thank you events.
- Other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Position is located at our office in East Columbus/Berwick and will require some travel to other organizations and locations for collaboration and off-site events. Position requires a valid driver's license and reliable vehicle and will necessitate occasional lifting or carrying of materials.

To apply, please send resume and cover letter to hire@jpscolumbus.org, Attn: Diana Schrimpf, Director of Resource Development.