



Volunteer Coordinator

Full Time M-F 8 a.m. - 4 p.m.

Hempstead, NY

Be part of the solution by playing a key management role in an organization that has been serving the Hempstead community for over 35 years. The INN is a not-for-profit and volunteer-based organization that began as a single soup kitchen. Our holistic approach provides a broad variety of essential services to ease the hardships experienced by those challenged by hunger, homelessness and profound poverty. We advocate for the guests of The INN by partnering with them in a dignified and respectful manner to break the cycle of poverty.

The INN operates with a strong volunteer base consisting of over 100 regular volunteers who fill a wide variety of roles. We are currently seeking a self-motivated **Volunteer Coordinator** with strong interpersonal skills and management experience who can assume responsibility for our volunteer recruitment/onboarding and training programs.

Responsibilities:

- Recruit volunteers by developing contacts with community-based organizations, institutions of learning, religious and non-religious groups and other volunteer groups.
- Interview prospective volunteer candidates, perform background checks, conduct new volunteer orientations.
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation.
- Facilitate volunteer trainings and evaluations to ensure adherence to The INN's mission and philosophy and government compliance requirements.
- Plan and coordinate the workforce to best use volunteers' talents and support program managers to resolve performance issues.
- Communicate frequently with volunteers to ensure they are satisfied and well-placed.
- Organize volunteer appreciation activities and ensure that volunteers are adequately equipped to perform their duties.
- Work with finance department to prepare annual volunteer budget and monitor expenditures.

Position Requirements:

- Exceptional organizational and time-management skills.
- Outstanding communication and interpersonal skills.
- Aptitude for critical thinking, problem solving, and decision making.
- Effective interpersonal, conflict management and negotiation skills.
- Ability to develop strong trusting relationships in order to gain support and achieve results.
- Experience as a Human Resource Specialist, administrator or other HR position highly desirable.
- Experience as an INN volunteer also desirable.

This is a salaried position. The INN offers a competitive salary and benefits package including medical/dental /life/disability. Please email resume w/ cover letter to humanresources@the-inn.org or mail to: Interfaith Nutrition Network, Inc., 211 Fulton Ave. Hempstead, NY 11550. We are An Equal Opportunity Employer.