

Position Title	Volunteer & Donations Coordinator
About Us	Greer Relief is a nonprofit human service organization where every neighbor matters. We are dedicated to providing safety-net and crisis prevention programs. We seek to reflect the diversity of the community and are committed to partnerships that support healthy lifestyles and families. The long term goal of Greer Relief is to help neighbors identify and treat/correct/improve their barriers, not just the immediate need, thus leading to long-lasting success.
Description	The Volunteer Coordinator provides scheduling, coordination and supervision of most Greer Relief volunteer activities. It is important for the Volunteer Coordinator to believe in and commit to the mission of Greer Relief and infuse this into the volunteers and program. This is a highly collaborative position and requires a creative, flexible team-player who is willing to learn, loves to try new things and can think on their feet.
Reports To	Executive Director
Hours	Full Time
Compensation	\$27,000-31,000

PRIMARY DUTIES

Volunteers

- Act as single point of contact for all volunteer communications
- Maintain and increase the volunteer database by recruiting, screening, scheduling, and retaining volunteers; both individuals and groups
- Conduct and/or arrange for volunteer orientation and training
- Publicize opportunities for volunteers via eNewsletter and social media a minimum of every 2 weeks
- As needed, arrange for volunteers' to pick up donations
- Develop and maintain relationships with other volunteer organizations within our service area
- Develop & maintain volunteer policies and procedures
- Maintain accurate records on volunteer participation
- Provide ongoing support and guidance for volunteers
- Establish volunteer support for all fundraisers and special events, including, but not limited to, food drives, festivals, speaking engagements, etc.
- Oversee PTI (Pre-Trial Intervention), SCSEP, & Intern guidelines specific to their service.

In-Kind Donations

- Maintain accurate and neat in-kind donation logs
- Report in-kind donations to various sources as required
- Maintain supply and donation closets/areas
- Oversee stocked food pantry and supply closet based on donation availability
- Secure and promote in-kind giving opportunities to Greer Relief
- As needed, help facilitate donation drop off and pickups, arrange for volunteers to assist

General

- Work closely with the Team to better the programs of Greer Relief
- Participate in bi-monthly staff meetings
- Engage and inform the Greer Relief Team of volunteer and donation activities
- Coordinate the Christmas Morning Shoppe mid-November – mid-January, with increased nights and weekend hours
- Adheres to the "Ethical Standards for Human Service Professionals"
- Complete other tasks as needed and/or assigned

MINIMUM EXPERIENCE / EXPERTISE:

- **TRANSPORTATION:** Must have a valid driver's license and personal vehicle for work related travel.
- **SCHEDULE:** Traditional work week with occasional evening and weekend hours
- **EDUCATION:** Post-Secondary Degree; Bachelors Degree a plus
- **EXPERIENCE:** Two (2) years of comparable work experience in human services and/or customer service or a closely related field and experience coordinating in a volunteer environment

GREER RELIEF

EVERY NEIGHBOR MATTERS

J. Verne Smith Center
202 Victoria Street

P.O. Box 1303
Greer, SC 29652-1303
Phone (864) 848-5356
info@GreerRelief.org

- **SKILLS:**
 - Strong oral and written communication skills with diverse groups and individuals
 - Organized, efficient, and self-motivated with strong attention to detail, follow-through and ability to execute complex processes accurately
 - Able to deal well with stressful situations and a wide variety of people
 - Patient and nurturing with strong training and delegation skills
 - Reliable, honest and able to maintain a high level of confidentiality
 - Perform responsibilities in a dependable, honest manner demonstrating a high level of personal and professional ethics and integrity.
 - Knowledge of and experience with social media is highly desirable
- **COMPUTER SKILLS:** Comfortable with using office equipment, i.e. scanner, copier, fax machine, printer, etc. proficient with Microsoft Outlook, Word, Excel and PowerPoint, as well as comfortable learning new software. Knowledge of WordPress is helpful, but not required.
- **PHYSICAL:** Must be able to lift up to thirty (30) lbs.
- **All Staff of Greer Relief and Resources Agency must successfully complete a criminal and financial background investigation.**
Greer Relief & Resources Agency is an equal opportunity employer & a drug free workplace.