

**STEPPING STONES OF DUNN COUNTY  
VOLUNTEER COORDINATOR – JOB DESCRIPTION**

**Position:** VOLUNTEER COORDINATOR  
**Hours:** Part-time, 20 hours per week, permanent  
**Schedule:** Monday through Friday, days  
**Reports To:** Community Connections Manager  
**Salary:** \$17.50 to \$18.50 per hour, depending on qualifications  
**Benefits:** Eligible for some benefits  
**Posted:** TBD

**Submit Questions or Resume and Cover Letter to:**

Padraig Gallagher — Executive Director  
[p.gallagher@steppingstonesdc.org](mailto:p.gallagher@steppingstonesdc.org)

**Summary**

Responsible for coordinating volunteer support for the programs of Stepping Stones of Dunn County including scheduling, outreach, recruiting and retention of volunteers in cooperation with program managers.

**Primary Responsibilities**

**Volunteer Coordination:**

- Manage the recruitment, training, scheduling and retention of volunteers as the most important asset of the Community Connections program—and Stepping Stones of Dunn County
- Coordinate with other program managers to provide volunteer and intern support for Stepping Stones' Food Pantry and Shelter programs
- Connect volunteers with community members in need of support through the direct services of the Community Connections program
- Foster relationships and communications with civic and faith organizations as resources for new and existing volunteers
- Ensure processes and standards of professionalism and positivity are maintained, including that equipment and professional spaces be kept clean, welcoming, and well organized

**Overall Agency Tasks:**

- Network, work cooperatively, and maintain positive relationships with other regional and community organizations and service providers
- Lead by example to set standards of collegiality and service, including interactions with other staff, volunteers, clients and community members
- Attend relevant meetings, trainings, etc. related to the program or agency
- Maintain regularly scheduled office hours
- Provide staff support for fundraising efforts, including attending events as needed
- Other duties as may be assigned by Executive Director, including helping with other Stepping Stones' programs and agency tasks as needed

**Qualifications**

- Bachelor's Degree in Social Work, with pathway to LSW strongly preferred
- Experience working with or coordinating volunteers
- Experience working in a social service setting, or working with underserved clients

- Ability to work with diverse populations and people in crisis, and to maintain strict confidentiality
- Reliable transportation
- Commitment to the Mission, Vision, and Values statement of Stepping Stones

### **Skills**

- Excellent communication (oral and written) and interpersonal skills
- Self-motivated, dependable and able to work independently
- Adept at interacting with underserved individuals
- Possess a positive team approach in addressing clients' and volunteers' needs and solving problems
- Excellent organizational abilities and attention to detail
- Proficient in Microsoft Office computer programs
- Knowledgeable about community programs and resources

### **Accountability**

- Reports directly to the Community Connections Manager
- Works with volunteers, clients, churches, area agencies, and other community programs in striving to reach the Community Connections Program outcomes
- Partners with Stepping Stones' staff, volunteers, and the Board of Directors in fulfilling the organization's mission