



JOB SPEC Volunteer & Intern Coordinator

(VOLUNTEER POSITION)
Part Time

Summary

The KM365 Volunteer & Intern Coordinator is responsible to manage the recruitment of volunteers / interns and the fulfilment of requests for volunteers / interns. The Coordinator will have strong communication, organizational and management skills, and enjoy working with many different kinds of people.

Qualifications:

- Understanding of and commitment to the KM365 mission, vision and values/
- Excellent verbal and written communication skills; accessible, open, responsive communication style.
- Excellent organizational and team coordination abilities.
- Kind interpersonal skills and ability to communicate effectively with diverse people.
- Experience as an executive recruiter, project manager, or similar experience a plus.
- Experience as a volunteer.
- Experience recruiting / sourcing through various channels and venues.
- Working knowledge of MS databases and MS Office (especially Excel).
- Experience with social media (Instagram, Facebook, Twitter).

Principal Accountabilities:

1. Source and recruit volunteers/interns through various techniques (databases, e-mail, social media etc.)
2. Make sure volunteer/intern information is input into the volunteer database / CRM.
3. Create and manage the vetting process (collect information on availabilities and skills).
4. Arrange for appropriate onboarding and training as needed.
5. Communicate with KM365 team to understand when / for what they need volunteers/interns.
6. Manage requests for volunteers/interns and create matches with qualified individuals.
7. Communicate with volunteers to ensure they are satisfied and having a fantastic experience.
8. Make recommendations to Executive Director to help make KM365 the BEST place to volunteer, including volunteer appreciation efforts (giveaways, recognition), etc.

About the Organization:

Kindness Matters 365 was started in 2008 by one mom in Boca Raton, FL for a group of 40 children. The foundation has grown to a successful 501(c)(3) non-profit organization with thousands of participants in multiple states, including kids in pre-school through college. The foundation's mission: Through extraordinary programs nourished with Gratitude, Compassion and Kindness, KM365 equips kids and teens with knowledge and skills for their social and emotional well-being. We empower their exploration and discovery in caring for themselves and each other, today and for our future.