

IRIS HOUSE, INC.

POSITION DESCRIPTION

Position Title: Volunteer Coordinator

FLSA Status: Non-exempt

Incumbent: Vacant

Department: Food and Nutrition

Reports To: Program Manager

Date: June 2025

Location: West Side Headquarters

Salary: \$26.28 per hour

POSITION SUMMARY

The Volunteer Coordinator is responsible for supporting and coordinating signature Volunteer programs and activities to support the mission of Iris House in New York. The Volunteer Coordinator works with individual volunteers as well as corporate and community groups in coordination with the needs and operations of Iris House, under the supervision of the Director of Food and Nutrition Services.

ESSENTIAL POSITION FUNCTIONS

1. Maintain volunteer work records
2. Evaluate volunteers work
3. Organize volunteer recognition events and activities
4. Recruits and energizes volunteers
5. Management of volunteer relationships
6. Volunteer scheduling
7. Communicates with volunteers
8. Keeping volunteers informed
9. Maintains volunteer management software system
10. Organize volunteer training sessions
11. Volunteer applications
12. Volunteer appreciation
13. Coordinate activities to thank volunteers
14. Develop programs and projects for volunteers
15. Generate reports about volunteer work
16. Lead volunteers through orientation and training
17. Managing and organizing the volunteer database
18. Managing budgets and resources
19. Organizing events to attract new members
20. Recruit volunteers with various techniques

OTHER POSITION FUNCTIONS

- Provide operational support for the Meal Program including serving meals to families, inventorying, and putting away donations
- Identify programs which volunteers are needed to educate the community and clients (i.e. home garden techniques).
- Coordinate and collaborate with internal teams to understand and determine current and changing needs of the organization; prepare projects for volunteer groups
- Provide timely communication to the volunteer team and other internal stakeholders as needed related programs and key projects
- Create monthly volunteer newsletter
- Support recognition strategies for groups supporting the House; ranging from sending daily Thank You emails to supporting major events (e.g. Volunteer Recognition Awards dinner)
- Assist with annual volunteer fundraising events and other organization-related events
- Serve meals as needed
- Welcome new and returning volunteer groups to the House; lead tours, encourage and thank them, keep them connected to the mission through knowledge sharing on impact

1. Shares on-call status with other staff members.
2. Demonstrates teamwork and open communication.
3. Performs other related duties as assigned.

POSITION REQUIREMENTS

Education: Associate's degree in Human Services or a related field or equivalent educational and work experience.

Experience: Two (2) or more years of related experience.

Other Requirements: Excellent verbal and written communication and organizational skills.

CONTACTS

Internal: Frequent contact with Iris House clients and department staff members; occasional contact with visitors.

External: Frequent contact with contract provider. Occasional to frequent contact with community based organizations, medical providers and/or other agencies.

Interested and qualified candidates please email a cover letter and resume to the Humanresources@irishouse.org.