



## Volunteer Director

Friendship Community Center and Leelanau Investing For Teens

**TITLE:** Volunteer Director

**DEPARTMENT:** Volunteer

**REPORTS TO:** Associate Director

**FLSA STATUS:** Non-Exempt Part-Time (20-35 hours per week)

The Friendship Community Center is an established nonprofit and gathering space with diverse programs, such as Leelanau Investing For Teens, or LIFT. LIFT is our largest and youth-centered program with established daily after-school and summertime activities within three school districts in Leelanau County. With over 100 registered volunteers, our community programs require a competent, flexible, organized, and people-centered Volunteer Director. This part-time position is designed for the coordination, support, and recruitment of our volunteers. *Hours include minimal weekends and hybrid working options.*

### Roles & Responsibilities:

- Develop, build, and maintain positive, long-term relationships with volunteers
- Interview potential volunteers and match their talents with organizational needs
- Collaborate with program coordinators to identify volunteer needs and opportunities
- Process, organize, and maintain volunteer paperwork, including background checks
- Coordinate volunteer teams for office projects, program support, special events, community outreach efforts, and facility maintenance
- Oversee a volunteer recognition program, including regular communication, awards, events, t-shirts, and name tags
- Track volunteer hours and create reports
- Maintain the volunteer database and work to integrate it with the donor database
- Oversee volunteer recruiting efforts, including registrations, web-based promotions, and newspaper listings
- Work with program coordinators to organize regular volunteer training as needed
- Facilitate good communication with and between volunteers



### **Requirements:**

- Preference of an Associate's or Bachelor's degree, or actively pursuing continuing education, from an accredited college or university, preferably in social services, education, human development or a related field
- Experience working with a non-profit organization, preferably a youth development organization
- Excellent planning and organizational skills
- Resilient personality paired with strong conflict-resolution skills
- Excellent social skills, including a strong sense of self-awareness
- Ability to work collaboratively with diverse communities and groups
- A self-motivated and forward-thinking attitude with the ability to define goals and work towards positive outcomes
- Ability to use Google Suite applications
- Excellent written and verbal communication skills
- Ability to multitask and be flexible
- Valid Michigan driver's license
- Possession of, or willingness to obtain, a Chauffeur's license

**Disclaimer:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

### **Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and three (3) references to:

Audrey Sharp  
Associate Director  
231.313.5803  
audsharp@thecentersb.com

*The Friendship Community Center is an affirmative action/equal opportunity employer.*