



Volunteer Center Coordinator

Organization Overview

United Way of Sheboygan County improves lives and community conditions in measurable, lasting ways so that everyone in Sheboygan County can live life to their fullest potential. Working with over 160 companies, thousands of donors, and countless nonprofits, United Way solves complex social issues through private/public partnerships that invest in our community. **We are looking for a compassionate, people-focused, organized, and civic-minded person to join our flexible, family-oriented and mission driven team.**

Summary of Position

The Volunteer Center Coordinator is the lead staff person for the implementation of the Volunteer Center of Sheboygan County, a *Community Impact Initiative* lead by United Way of Sheboygan County (UWSC). Duties include coordination of community, individual, and corporate volunteerism. Skills needed to enhance the Volunteer Center initiative include assets within marketing, special event planning, scheduling/organized coordination, and compassion. The Volunteer Center Coordinator's day-to-day tasks will vary depending on the season and projects, functioning as an effective brand steward supporting UWSC's commitment to excellent customer service by facilitating communication and relationship-building with community and corporate partners.

Essential Duties & Responsibilities include the following by categories (other duties may be assigned):

Nonprofit Support

- Lead point of contact to support local nonprofits in accessing and posting volunteer opportunities
- Staff liaison to the Volunteer Center Network – coordinating meetings, agendas, note-keeping, volunteer-specific professional development, and networking opportunities
- Supporting nonprofits to share volunteerism efforts through scheduling of radio and electronic signage opportunities as well as social media sharing

Special Events

- Working with UWSC staff to execute special events related to volunteerism, including but not limited to Day of Caring activities, Spirit of Sheboygan County Volunteer Awards, and additional community-wide volunteer recruitment event efforts
- Supporting United Way-related Campaign events and needs

Community & Corporate Volunteerism

- Coordinating corporate volunteerism requests/needs by connecting corporate partners to volunteer opportunities
- Supporting individual volunteerism through technical assistance to those setting up profiles and using the Volunteer Center of Sheboygan County online volunteer portal
- Providing community and workplace education on the benefits of volunteerism



Marketing

- Staff lead within marketing for social media channels when promoting and supporting volunteerism in the community
- Craft and develop promotional items and brochures for the Volunteer Center of Sheboygan County

Administrative & Organizational Support

- Reports outcome measurements and data for the Volunteer Center of Sheboygan County
- Supports UWSC staff in Campaign and other *Community Impact Initiatives* administratively when available
- Models and works to advance UWSC's commitment to diversity, equity, inclusion, and belonging in partnering and engaging with Board, staff, volunteer, donor, and community stakeholders

Supervisory Responsibilities

This job does not have supervisory responsibilities. Currently this position is supervised by the Director of Community Development.

Education and/or Experience

Associates or bachelor's degree preferred (Human Services field) with required high school diploma or equivalent. An encouraged minimum of three years hands-on professional office experience and human services experience is desired.

Competencies

- 1. Job Knowledge:** Understands and applies UWSC mission, values, and policies. Knows and understands the specific requirements of their position. Demonstrates analytical and conceptual skills. Performs the technical skills required for their work. Organizes and utilizes resources to accomplish tasks. Up to date with trends in field.
- 2. Initiative:** Follows through on assignments and responsibilities with minimal supervision. Originates new ideas or methods. Takes action without prompting. Identifies ways to innovate and improve processes.
- 3. Communication:** Communicates effectively and clearly with manager, co-workers and public in writing and orally. Ideas are presented in an organized fashion and are easily understood. Exhibits a pleasant, upbeat communication style. Exhibits strong emotional intelligence skills.
- 4. Work Quality:** Work produced is accurate, timely and appropriate. Work performed meets goals for quantity and quality. Meets deadlines. Manages budgets within constraints. Sensitive to issues of confidentiality.
- 5. Team Player:** Displays commitment to and involvement in UWSC initiatives, programs and events. Collaborates well with others within and beyond the department. Performs fair share of duties and tasks. Willingly lends a hand to co-workers.
- 6. Job & Professionalism:** Shows enthusiasm, optimism, and desire to help others. Strives to achieve goals. Behaves appropriately with co-workers, UWSC volunteers and community partners. Presents self



positively and responsively. Contributes to a positive work environment. Demonstrates a high level of ethics in their work.

7. Judgment & Problem Solving: Arrives at decisions in a thoughtful, logical manner. Considers alternatives. Applies expertise to solve problems. Seeks advice from and consults with others when appropriate. Makes good decisions and follows through. Is thoughtful about the use of JCC resources and does not waste unnecessarily.

8. Culture and Service: Understands and aligns with the UWSC culture and mission consistently and contributes to making UWSC a warm and welcoming place. Helps enrich lives. Greets and interacts with others in a friendly, welcoming manner. Addresses service issues immediately and effectively.

9. Interpersonal Skills: Well-developed interpersonal and leadership skills and the ability to work with people of varying backgrounds and cultures. Must be dynamic public speaker with an effective public presence. Demonstrates flexibility and ability to deal with change. Strong project and time management skills and possess a demonstrated ability to think and act strategically.

10. Written and Oral Communication Skills: Ability to effectively present information and respond to questions from groups of donors, partner agency representatives and the general public.

11. Computer Skills: To perform this job successfully, an individual should have a proficiency in Windows and Microsoft Office, and an ability to become proficient in industry-specific database systems. Practical knowledge of web environment and use of social media platforms necessary.

12. Mathematical Skills: Ability to work mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Work Environment & Physical Demands

Reasonable accommodation may be made to enable individuals with disability to perform the essential functions of this job. Access to a vehicle and state-issued license is encouraged for travel needs (events, volunteer recruitment, presentations) but majority of the position is at a typical office space doing standard office functions. Noise level is typically quiet but can vary.

Salary and Benefits

Salary Range: \$37,500-\$43,500

Benefits: 75% employer paid health insurance premiums (individual or family), 7% employer paid (no employee match needed) 403(b) retirement, Flexible Spending Health (FSA) Benefits Account, Paid Time Off, Life Insurance, Short-Term and Long-Term Disability, family-friendly workplace environment with remote hybrid possibility after completion of probationary training period.

To Apply

To apply please send your resume and cover letter to Kate Baer, Executive Director, at kate@uwofsc.org.

Hiring Timeline

This job posting will remain open until the right candidate is found.