



Volunteer Coordinator

Location:

Lawrenceville, NJ

Position Type/Classification:

Full-Time/Exempt

Reporting to:

Community Engagement Manager

Compensation:

\$50,000-\$54,000/annually

Position Summary

The **Volunteer Coordinator** is at the heart of HomeFront's mission, leading efforts to engage and inspire our incredible community of volunteers who play a vital role in transforming lives. This dynamic and rewarding position involves developing and managing a **comprehensive volunteer program** that supports all aspects of HomeFront's services, from delivering essential resources to families in need to driving forward our community engagement initiatives.

We're looking for a highly organized, personable, and resourceful individual who thrives on building relationships and making a difference. The Volunteer Coordinator will be responsible for every stage of the volunteer experience—recruiting passionate individuals, providing thorough training and guidance, ensuring ongoing engagement, and celebrating the remarkable contributions our volunteers make.

As the **primary liaison between HomeFront and our volunteers**, you'll have the unique opportunity to connect people with meaningful ways to give back. Whether working with individuals, groups, or corporate partners, you'll ensure every volunteer feels valued, appreciated, and empowered to create real change.

This role isn't just about logistics—it's about cultivating a vibrant and supportive volunteer community that amplifies HomeFront's impact. You'll design creative opportunities for engagement, build strong connections, and play a key role in helping families in our community thrive.

If you're passionate about making a difference and energized by working with others to create positive change, the Volunteer Coordinator position at HomeFront is your chance to lead with purpose, connect with incredible people, and be part of something truly transformative!

Key Responsibilities

Volunteer Recruitment and Onboarding

- Develop strategic outreach plans to recruit volunteers, including individual community members, corporate groups, faith-based organizations, schools, and civic organizations.
- Host information sessions, community presentations, and recruitment events to generate interest in volunteering with HomeFront.

- Design and implement an onboarding process for new volunteers, including application processing, interviews, background checks, and orientation sessions.
- Create compelling volunteer recruitment materials, such as flyers, newsletters, and digital content for social media and the website.

Volunteer Program Management

- Develop and maintain a comprehensive volunteer program that aligns with the needs of HomeFront’s various departments, including housing support, education programs, food services, and special events.
- Schedule, coordinate, and supervise volunteer activities to ensure smooth operations and optimal use of volunteer time and talents.
- Manage volunteer shifts and placements, ensuring that activities are adequately staffed and well-organized.
- Maintain accurate volunteer records, including contact information, hours served, roles, and feedback, using volunteer management software.
- Develop volunteer policies and procedures, ensuring compliance with organizational standards and legal requirements.

Volunteer Training and Development

- Provide ongoing training and professional development opportunities for volunteers to enhance their skills and understanding of HomeFront’s mission.
- Facilitate workshops, webinars, and hands-on training sessions tailored to the specific roles volunteers will undertake.
- Foster a sense of ownership and responsibility among volunteers by clearly communicating expectations and providing constructive feedback.

Volunteer Engagement and Retention

- Cultivate a welcoming and inclusive environment that values the contributions of every volunteer.
- Build relationships with volunteers to understand their motivations, interests, and availability, ensuring a personalized and fulfilling experience.
- Develop and implement recognition programs, such as appreciation events, certificates, awards, and personalized thank-you notes.
- Conduct regular check-ins with volunteers to gather feedback and assess satisfaction, addressing any concerns promptly.

Collaboration and Communication

- Serve as the primary point of contact for all volunteer-related inquiries, providing timely and professional responses.
- Collaborate with HomeFront staff to identify volunteer needs and create meaningful opportunities for engagement.
- Act as a bridge between volunteers and staff, ensuring clear communication and fostering strong working relationships.
- Represent HomeFront at community meetings, networking events, and other gatherings to promote volunteer opportunities and raise awareness of our mission.

Program Evaluation and Reporting

- Monitor and evaluate the effectiveness of the volunteer program by collecting and analyzing data on participation, impact, and satisfaction.
- Prepare detailed reports on volunteer engagement metrics, including hours contributed, program outcomes, and volunteer demographics.
- Use data insights to identify areas for improvement and implement strategies to enhance the volunteer experience.
- Develop and oversee the volunteer program budget, ensuring efficient use of resources.

Event Support

- Lead the recruitment, coordination, and management of volunteers for HomeFront's major events, such as fundraisers, community service projects, and awareness campaigns.
- Collaborate with the Development team to ensure that events are well-staffed, and volunteers are effectively utilized.
- Oversee logistics related to volunteer participation, including registration, training, and post-event follow-ups.

Qualifications

Required Qualifications

- Bachelor's degree in nonprofit management, social services, human resources, or a related field (or equivalent experience).
- Minimum of 2 years of experience in volunteer coordination, community engagement, or a similar role, preferably in a nonprofit setting.
- Excellent interpersonal and communication skills, with the ability to inspire and connect with people from diverse backgrounds.
- Strong organizational skills and the ability to manage multiple tasks and deadlines in a fast-paced environment.
- Proficiency in Microsoft Office Suite and volunteer management platforms (Volgistics).
- Availability to work evenings and weekends as required by program needs.

Preferred Qualifications

- **Public Speaking:** Experience in public speaking, community outreach, or advocacy.
- **Knowledge:** Understanding of family homelessness, poverty, or related social issues.
- **Leadership:** Ability to inspire and guide volunteers toward achieving shared goals.
- **Relationship Building:** Skilled in creating and maintaining positive connections with volunteers, staff, and community partners.
- **Problem-Solving:** Resourceful and proactive in addressing challenges and adapting to changing circumstances.
- **Attention to Detail:** High level of accuracy in managing volunteer records, schedules, and communications.

- **Cultural Competence:** Respect and sensitivity toward individuals from all backgrounds, fostering inclusivity and equity.

Travel:

Minimal travel to meetings may be required.

Physical Demands:

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend, and lift files

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed at any time.

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.