

Volunteer Coordinator Job Description

Reports to: Secretary

The Volunteer Coordinator shall oversee all pertinent volunteer management responsibilities including, but not limited to:

- A. All duties and responsibilities as listed in the most current Bylaws.
- B. Ensure all VCC board members and general member volunteers are properly registered with the Installation Volunteer Coordinator.
- C. Recruit volunteers for all club activities such as, but not limited to, the Gala, Dough Bowl Auction, Super Sign-up, Ways & Means, Welcomes & Farewells, Make It-Bake It-Fake It, and Hospitality and any other events held by VCC.
 - a. Coordinate with event chair to secure adequate volunteers
 - b. Utilize general member volunteers when possible
- D. Provide volunteer position descriptions to the community and attend the IVAC (Installation Volunteer Action Council).
- E. Be responsible for assisting members to tally volunteer hours monthly.
- F. Keep track of all VCC member volunteer hours for the board year in an organized binder.
 - a. General members may submit monthly by event and on occasion.
 - b. Board members will submit at monthly board meeting unless absent and then will submit via email.
- G. Provide a monthly volunteer report to Secretary and President.
- H. Assist the President in selecting a Volunteer of the Month/Quarter/Year.
- I. Accept and submit nominations monthly for Volunteer of the Month, Quarter and Year to the IVAC.
- J. Plan the annual volunteer recognition event in the spring.
- K. Purchase volunteer appreciation gifts as deemed necessary.
- L. Prepare volunteer certificates of achievement for all VCC volunteers at the end of the year.