Position Announcement

Title: Volunteer Program Manager

Deadline for Applications: Open until filled

Description: The Volunteer Program Manager is responsible for the on-going development and implementation of a volunteer program in support of Encompass and our mission. Primary responsibilities for the Volunteer Manager are to recruit, screen and place volunteers, as well as ensure that all volunteers are oriented, trained, supervised and recognized.

Specific Duties:
Volunteer Recruitment and Onboarding
- Assist Encompass staff with identifying volunteer opportunities within their program
- Maintain and write (as needed) up-to-date job descriptions for all volunteer positions
- Recruit volunteers and market volunteer opportunities within the community through a variety of venues as needed
- Schedule and perform presentations about Encompass programs and our volunteer opportunities to community groups and at community events
- Screen, orient and place volunteers appropriately

Volunteer Management
- Develop supporting materials, forms, policies and procedures to ensure the success of the Volunteer Program and volunteers
- Attend events or projects to support staff and supervise volunteers
- Ensure all volunteers receive appropriate training, supervision, and support
- Coordinate volunteer recognition events and activities
- Create and maintain regular communication with all volunteers
- Analyze all volunteer program results; prepare and provide reports in a timely manner

Hours/Schedule: 30-40 hours per week

Salary: $17.00-$19.68, DOE

Qualifications:
Required
- Bachelor’s Degree or education and experience equivalent
- Experience developing and implementing a volunteer program at a nonprofit organization
• Excellent oral and written communication skills, including presentation and public speaking skills
• Ability to work independently
• Ability to perform several tasks concurrently – excellent time management and organizational skills
• Ability to work as a member of a team
• Basic computer skills, including experience with databases

Preferred
• Knowledge of the Snoqualmie Valley community
• Affiliation with a professional volunteer management association/network

Send resume/application to: Kristin Webb, Human Resource Manager, Encompass, 1407 Boalch Ave NW, North Bend, WA 98045 or email to: employment@encompassnw.org. No phone calls, please.

Encompass is an Equal Opportunity Employer. Qualified applicants receive consideration for employment without discrimination based on gender, marital status, race, color, religion, national origin, age, or the presence of a non job-related medical condition or handicap.