

Finger Lakes ReUse Inc.
Staff Position Description – Summary and Qualifications

Job Title: Volunteer Coordinator

Reports to: Associate Director

POSITION SUMMARY:

The Volunteer Coordinator is primarily responsible for recruiting, onboarding, and coordinating volunteers at ReUse, upholding the organizational values of safety, respect and resourcefulness. This position works with diverse people, including seniors, student groups, and those referred from partner human service agencies. Their 5 key responsibilities include:

- Recruit and welcome new volunteers to the organization, including coordinating with the marketing team to develop publicity materials, tabling at local events, and partnering with local organizations, businesses, and schools.
- Coordinate a volunteer program that adds capacity to the organization's labor needs while providing an engaging, rewarding experience for volunteers
- Provide orientations and screen volunteer placements for job training needs, connecting them to ReUse's Training Coordinator for application to our job training program offerings as needed
- Maintain volunteer database using Salesforce, and provide regular reporting about organizational volunteer efforts and impacts
- Actively understand and participate in ReUse Center and other programmatic operations, attend meetings, maintaining awareness of organizational priorities and needs and how they intersect with volunteer and skill development opportunities.

REQUIRED QUALIFICATIONS:

- Ability to work independently without direct supervision.
- Ability to communicate professionally and effectively with staff, volunteers, trainees, customers, donors, and the public.
- Ability to read, interpret, and follow verbal and written instructions, and to legibly write in and complete forms, perform basic arithmetic, and follow written and verbal instructions.
- Ability to identify and achieve goals independently, take proactive responsibility of organizational needs, identifying and improving gaps in organizational performance.
- 2 years supervising others, working with groups, and/or program coordination.
- Minimum education not required.

PREFERRED QUALIFICATIONS:

- Previous experience working in human services, volunteer coordination, and/or with reuse or retail operations.
- Demonstrated experience communicating professionally & effectively with diverse audiences, & working with diverse populations.
- Experience delegating and guiding coworkers and/or volunteers in fair and effective manner.
- Ability to safely use hand tools.
- Demonstrated experience with Microsoft Office Suite and Google Apps.
- Ability to safely lift 50 lbs.
- Weekend and occasional evening availability preferred
- Current New York Driver license preferred with a clean record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

Wage is \$16.50-\$18.50 hourly, dependent on experience. This position is part-time at 20 hours per week, with the option to increase for the right candidate. Finger Lakes ReUse offers competitive compensation, health benefits, flexible work policies, and a collaborative work environment. We provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires both professional and personal development.

Finger Lakes ReUse has a strong commitment to principles of justice, equity, diversity and inclusion, actively encourages applications from members of underrepresented groups, and is an equal opportunity employer. Candidates who share our commitment to creating an inclusive community space are encouraged to apply.

ABOUT US:

Finger Lakes ReUse is a 501(c)(3) non-profit organization with a triple-bottom mission to enhance community, economy and environment through reuse. We work to engage all people in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction and providing meaningful work opportunities at all skill levels. Finger Lakes ReUse operates two Community ReUse Centers in the Ithaca area: Triphammer ReUse MegaCenter at 2255 N

Triphammer Rd and Ithaca ReUse Center at 214 Elmira Road. Both Centers feature quality household items, furniture, refurbished electronics and more at affordable prices. Purchases help support community programs including the ReSET job skills training program, eCenter computer refurbishment and repair program and the ReUse Materials Access Program, providing materials to local people facing crisis.

Please email letter of interest and resume to: jobs@fingerlakesreuse.org **or mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Full job description available at <http://ithacareuse.org/employment/>

APPLICATION CLOSING DATE: Applications will be accepted until **11/26** or until the position is filled.

