



Job title: Volunteer Coordinator

Location: Bainbridge Youth Services, Bainbridge Island, WA

Terms: Part-time (approx 5-10 hours per month, as needed)

Salary/rate: No financial compensation, volunteer position

About BYB:

Bainbridge Youth Services (BYS) has been providing support to local youth since 1962. Our mission is to promote youth mental health and wellness through free and confidential counseling for youth ages 13-21, and various other support programs and services.

About the role:

The main goal of the Volunteer Coordinator is to ensure BYB has enough volunteers to fulfill our service mission. To meet that goal, a Volunteer Coordinator must perform various duties involving recruitment, training, and program planning.

Responsibilities:

Duties include, but are not limited to:

- **Recruit Volunteers:** When BYB needs new volunteers, the Volunteer Coordinator uses various methods to attract suitable candidates. The Volunteer Coordinator also interviews potential volunteers to determine if they are a good fit for the organization.
- **Train Volunteers:** Once a new volunteer comes on board, it is the Volunteer Coordinator's responsibility to provide comprehensive training. The Volunteer Coordinator conducts orientation sessions, gives new volunteers tours of the building, and helps new volunteers get settled into their roles. In some cases, the Volunteer Coordinator may also teach new skills to volunteers.
- **Create Program Reports:** The Volunteer Coordinator collects data from volunteers, uses the data to create reports, and distributes those reports to key BYB personnel.
- **Schedule volunteers:** The Volunteer Coordinator works with BYB staff to determine volunteer needs, and coordinates volunteers as needed.
- **Recognition:** Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to BYB.

Candidate requirements:

- The ability to work as a part of the team and individually
- Background checks and credential verification will be conducted before the start of employment.

How to apply:

Please send an email of interest to hr@bainbridgeyouthservices.org with Volunteer Coordinator as the subject line.