



A PURPOSE-DRIVEN WORKFORCE.
A STRONGER COMMUNITY.

Volunteer Recruiter Role Description

Position Summary

The Volunteer Recruiter will work with the organization to identify volunteer candidates with the right skills and talents to take on the organization's specific project. The Recruiter will do so by working with the organization to understand specific volunteer needs, building partnerships with individuals and entities to access to pools of potential volunteers, and defining a process for ongoing recruitment, as needed. This individual will exhibit strong networking and influencing skills and a process-oriented mindset.

Responsibilities

- Understand the skill sets needed for the project and develop volunteer specifications
- Seek out partners, institutions, or channels (e.g. online platforms, social media) who can provide volunteers with the right skill sets
- Vet prospective volunteers on behalf of the organization
- Establish a volunteering agreement with potential partners
- Institutionalize the process of recruiting volunteers by implementing a skilled volunteer talent acquisition process and infrastructure

Qualifications and Required Skills

- At least 2 years of recruiting, marketing, and/or talent acquisition experience in a small business/organization environment
- Strong knowledge of talent acquisition best practices and protocol
- Access to various talent acquisition channels, including companies, professional networks, online communities, and social media
- Cross-cultural competency
- Strong communication and listening skills

Skills and Competencies the Recruiter Will Develop:

- Ability to find solutions with limited resources
- Knowledge of the social sector and volunteer management
- Ability to leverage network and interpersonal skills to influence outcomes
- Ability to teach and share business knowledge to improve processes
- Leadership