

Lead Volunteer Position Description

ESSENTIAL FUNCTION

The essential function of this position is to assist with the training and orientation of new volunteers. Lead volunteers may also run special projects and events in assigned program area.

The lead volunteer interacts with staff, donors, volunteers, and clients with strict confidentiality, professionalism, and respect.

JOB RESPONSIBILITIES

- Uphold the mission and values of the agency
- Maintain confidentiality.
- Welcome new volunteers to the agency and program area.
- Show new volunteers where to sign-in, get a nametag, store coats and personal items (On-site positions only).
- Follow the New Volunteer Orientation Checklist for program area.
- Provide positive and constructive feedback to new volunteers.
- Apply agency mission and values to everyday experiences in the program area.
- Participate in periodic “train the trainer” meetings.
- Communicate to program staff and Volunteer Coordinator any concerns or questions with a new volunteer.

REQUIREMENTS

- Ability to maintain confidentiality.
- Ability to communicate and lead effectively.
- Minimum of one year of volunteer service in program area.
- Willingness to work with many different personalities and give feedback.
- Ability to maintain a positive attitude and be a leader of change.