



**Children's TherAplay**  
The Children's TherAplay Foundation, Inc.

## **Job Description – Volunteer Coordinator**

<b>TITLE:</b>	<b>Volunteer Coordinator</b>
<b>STATUS:</b>	<b>Exempt</b>
<b>EMPLOYMENT TYPE:</b>	<b>Salary</b>
<b>WORK SCHEDULE:</b>	<b>40 Hours per Week Monday-Friday (some weekend time, very minimal)</b>
<b>REPORTS TO:</b>	<b>Director of Equine Programs</b>

### **SUMMARY**

Volunteer Coordinator plays a vital role in ensuring Children's TherAplay's mission delivery. This role is responsible for organizing all aspects of volunteering including recruiting, training new volunteers, and promoting opportunities. The Volunteer Coordinator works closely with all members of our team to lead volunteers, both individuals and groups, to support the delivery of our mission to help keep talent costs down.

### **PRIMARY RESPONSIBILITIES**

#### **Volunteer Coordinator**

- Manage individual and group volunteers. Ensure streamlined communications between TherAplay and our pool of volunteers.
- Recruit and provide great customer service to our valuable team of volunteers.
- Communicate with Development Manager and Development Team about volunteers who you believe would be good donor prospects and help support further relationship development with those volunteers.
- Assist in identifying and coordinating volunteer outreach efforts.
- Manage a multi layered appreciation program for all our volunteers.



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## PREREQUISITE SKILLS

- Strong interpersonal skills with the ability to create and maintain collaborative relationships within the organization and with external partners.
- Demonstrates good judgement and decision-making skills for the purpose of advancing our mission.
- Ability to work well under pressure and be adaptable.
- Must be detail oriented with the ability to meet timelines effectively.
- Demonstrates creativity and has a willingness to try new things when planning new campaigns and fundraising efforts.
- Medium to high level of computer proficiency required.
- Knowledge of social media management for volunteer engagement purposes
- Experience in public speaking or presenting to large groups for training purposes.

## REQUIRED EXPERIENCE AND EDUCATION

- Three years related experience.
- Bachelor's degree preferred.
- First Aid and CPR (preferred but not mandatory)

## PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- Ability to operate office equipment, including computers, copiers and phones.
- Ability to lift up to 20 lbs. Events require physical exertion, including lifting boxes and tubs, and loading and unloading supplies.

## ORGANIZATION OVERVIEW

Located in Carmel, Indiana, The Children's TherAplay Foundation, Inc. (TherAplay) is a mission driven organization with a team of dedicated employees who work enthusiastically and collaboratively to support the children we serve. If you are interested in being a part of our growing organization and you have a passion for helping build a program, we want to share more information with you!

TherAplay is an Equal Opportunity Employer. We are committed to the inclusion of and full participation by all persons in the achievement of our mission.

Would you like to learn more about how you can use your skills to impact an extraordinary mission? We would love to hear from you! **Please submit a cover letter, resume and three references to Kirby Wierda at [kwierda@childrenstheraplay.org](mailto:kwierda@childrenstheraplay.org).** Please no phone calls.