

# COMPASSION COMMUNITY CLINIC

A FREE CLINIC, PROVIDES FAITH-BASED DENTAL CARE TO THE UNDERSERVED ADULTS IN NORTHERN NEVADA, THROUGH CHRIST JESUS, THE GREAT HEALER

## VOLUNTEER COORDINATOR

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Supersedes Date:  
Original Date: August 2013

Policy Section: JOB  
DESCRIPTIONS

### POSITION SUMMARY:

The Volunteer Coordinator supports the mission and values of the clinic by recruiting, training, and supporting CC Clinic volunteers that enable the clinic to operate.

### REPORTS TO:

Executive Director

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop a program for recruiting, screening, training /orienting, supporting, and recognizing volunteers.  
Coordinate with the Clinic Administrator to determine volunteer needs, assignments, and evaluate performance.  
Promote volunteering through recruitment and profile raising strategies.  
Communicate regularly and effectively with volunteers via multiple methods.  
Collect, and report volunteer hours.  
Facilitate volunteer appreciation via group events and personal periodic acknowledgements.  
Collaborate with Executive Director, Dental Director and Clinic Administrator to maintain the volunteer handbook and procedure manual, job descriptions and evaluations.  
Current with legislation and policy related to volunteering.

### QUALIFICATIONS:

Willingness and ability to work with people from a variety of backgrounds.  
Comfortable working in small groups and a team environment.  
Detail oriented, with strong organizational skills.  
Excellent communication proficiency, both oral and written.  
Computer proficiency.

The above statements are intended to describe the general nature and level of work performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties or skill required. In order to continue to manage an effective ministry, leadership may need to add or change the duties of this position at any time.

Note: The Volunteer Coordinator will under NO circumstances offer medical/dental advice to patients. All medical inquiries will be directed to the dentists or hygienists in the clinic.

This position requires a commitment of 15 hours a month for 1 year.

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Signature

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Date