

2024-2025 AmeriCorps Member Position Description



Partner Organization Name: Southwest Louisiana Area Health Education Center

Corps Member Position Title: Volunteer Coordinator

Supervisor: Nicol Dickerson

Days/Hours of Service: M-F 9-5

Physical Location: 103 Independence Blvd., Baton Rouge, LA

Organization Mission and/or Goals:

Southwest Louisiana Area Health Education Center (SWLAHEC) is an independent nonprofit 501c3 and a member of the national network of Area Health Education Centers (AHEC) operating in 48 states. The mission of SWLAHEC is to improve health status through access to information, education, and health services. The organization seeks to improve health through numerous programs focusing on two main areas: 1) recruiting and educating health professionals; and 2) educating the public on how to live healthier lives.

The vision of SWLAHEC is to be a premiere community-based agency made up of diverse, knowledgeable, and accountable employees and volunteers working together to achieve a common mission by providing creative solutions to health challenges.

Program Mission and/ or Goals:

Our program aims to recruit, engage, and retain volunteers effectively by providing engaging opportunities, seamless processes, and continuous support, thereby empowering individuals to make a meaningful impact in their communities.

We envision a community where volunteers are actively involved year-round, supported through ongoing engagement and resources, contributing to the betterment of society. Through our efforts, we strive to create a robust volunteer network that is empowered, connected, and making a significant difference in the regions also around the engaging cross program and statewide.

Member Position Summary:

The Volunteer Coordinator will work to enhance the current volunteer program by increasing volunteer recruitment, improving volunteer retention and outreach, streamlining the volunteer portal and pipeline and enhance volunteer engagement.

Member Impact:

By setting these measurable short and long-term goals, the Volunteer Coordinator can track their progress, evaluate their performance, and make data-driven decisions to optimize volunteer recruitment, engagement, and support throughout their service term.

Essential Functions of Position:

- Assist in the development of volunteer recruitment, retention and portal.
- Engage volunteers throughout the year in volunteer opportunities and support
- Create a volunteer newsletter
- Assist with facilitating volunteer quarterly meetings.
- Develop a streamlined volunteer portal and pipeline for all programs and volunteers.
- Assist with increasing volunteer capacity.
- Develop recruitment efforts and plans for engaging cross program and statewide volunteer campaign.

Skills, knowledge and trainings the corps members should expect to gain from this position

- Volunteer Recruitment and Management skills
- Volunteer Management Software skills
- Volunteer Retention and Appreciation skills
- Newsletter writing skills
- Program Evaluation skills

Ideal Candidate Qualities

Knowledge, skills, and abilities that could be beneficial for a Volunteer Coordinator:

- Good communication skills (written and verbal)
- Conflict Resolution Skills
- Volunteer Recruitment and Retention Strategies
- Event Planning and Coordination
- Public Speaking Skills
- Ability to work with a diverse group of volunteers and staff members
- Ability to work within a team and independently
- Good time management skills

Experience Qualifications for a Volunteer Coordinator:

- Courses or certifications in volunteer management, project management, or related areas can be beneficial.
- Previous experience working with volunteers is beneficial
- Strong communication and interpersonal skills to effectively interact with volunteers, staff, and other stakeholders.
- Ability to coordinate volunteer schedules and assignments.
- Leadership skills to motivate and support volunteers in their roles.
- Ability to work collaboratively with a team and independently to achieve volunteer program goals.

Required Transportation Requirements (ex: own vehicle or able bike to site)

- Own Vehicle