



Volunteer Coordinator Job Description

Job Title:	Volunteer Coordinator	Job Category:	Org Development and Capacity Building
Department/Group:	Communication/Marketing, & Events	Job Code/Req#:	
Location:	Seton, Conway Community Center, and other Sanneh locations	Travel Required:	Yes
Level/Salary Range:	Commensurate with Qualifications	Position Type:	Full-Time (8 hrs. /day) (Some evenings and weekends)
Reports To: Supervises:	TBD VISTA/AmeriCorps personnel	Date Posted:	ASAP
Will Train Applicant(s):	Yes	Posting Expires:	Open until position is filled

External Posting URL: <http://thesannehfoundation.org/about-us/careers/>

THE SANNEH FOUNDATION

The Sanneh Foundation (Sanneh) is a Saint Paul, Minnesota based 501(c) (3) created to serve the holistic youth development needs of the increasingly diverse Twin Cities metro. Sanneh is a youth-oriented organization with a **dual track** model focusing on participants (clients) and providers (organizational staff) to support both.

THE SANNEH FOUNDATION MISSION

The mission of The Sanneh Foundation is to Empower youth, Improve lives, and Unite communities.

THE SANNEH FOUNDATION CORE VALUES

- Building Community
- Caring & Compassion
- Diversity & Inclusion
- Education
- Integrity
- Inspiring Excellence
- Innovation & Leadership
- FUN
- Character Building

Position Description:

The Sanneh Foundation has an exciting Volunteer Coordinator position for a driven, motivated, and energetic professional who would coordinate volunteer activities and build capacity for recruiting and coordinating volunteer activities for Sanneh and partnering organizations. This individual will perform the following duties and functions:

- Build relationships with the corporations and organizations in the Twin Cities Metro to promote Sanneh Foundation volunteer opportunities.
- Recruits, interviews, supervises, and trains volunteers for the Sanneh Foundation programs and services as well as other Sanneh Foundation partners.
- Provides on-going support to build a robust pool of volunteers in the community.
- Ensures the purpose of the organization and its actions is clearly communicated.
- Schedules volunteers for ongoing tasks as well as for staffing events.
- Organizes and promotes events for Sanneh Foundation as well as other Sanneh partners.
- Serves as the Sanneh Foundation's ambassador in the community.
- Performs periodic evaluation of volunteer programs, including the site selection, logistical arrangements, purchasing supplies, promoting events, scheduling and being the primary point of contact for the event.
- Coordinate teams of volunteers for large-scale actions.
- Performs community outreach activities.
- Collaborates with the advancement team to promote fundraising activities.

- Works closely with the data and evaluation manager to collect data and to prepare reports for volunteer activities.
- Manages the volunteer database.
- Communicates frequently with volunteers to ensure they are satisfied and well-placed.
- Travels to multiple event locations and attendance at evening and weekend events, meetings and training as needed.
- Drive volunteers to and from events.
 - Other administrative duties as assigned.

Note: This is a 12 month appointment.

Requirements and skills

- A two year post-secondary education or equivalent life experience is required.
- Previous experience working with non-profit program management and administration.
- Experience in volunteering locally and/or internationally.
- Experience in recruiting through various channels including employees from underrepresented communities.
- Prior work or volunteer experience with volunteer, after schools, and youth development programs.
- Working knowledge of databases and MS Office (especially Excel), Google Suite, etc.
- Able to communicate effectively with diverse people.
- Ability to make presentations to various stakeholders.
- Ability to multitask, being nimble/flexible.
- Excellent organizational and team coordination abilities.
- Possess high emotional intelligence work under pressure.
- A pleasant, outgoing personality.
- Valid Minnesota driver's license or other driver license recognized in Minnesota.

Reports to: TBD

How to Apply:

Please send a cover letter, résumé, and three professional references to Ms. Jade Adams, HR Generalist at Hr@thesannehfoundation.org. Applications are accepted until the position is filled.

When writing your cover letter please consider the following questions:

1. Why do you want to work at Sanneh?
2. What is your leadership and management philosophy?
3. How have you developed and led sport programming?
4. How can you advance the Diversity/Equity/Inclusion and Social Justice Agenda at Sanneh?
5. What opportunities have you had working and collaborating in diverse, multicultural and inclusive settings?

Physical Demands and other notice

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to ten pounds.

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require accommodation to apply for a position, please contact us at: 651.690.4855

The above is intended to describe the general content and requirements for the performance of this job. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Reviewed By:		Signature & Date:	
Approved By:		Signature & Date:	
Last Updated By:		Signature & Date:	

Volunteer Coordinator Position Description January 3-2023