



**JOB TITLE:** Volunteer and Special Events Coordinator  
**SCOPE:** Full-Time/Non-Exempt  
**SUPERVISION:** Reports to Director of Development and Communications

DOORWAYS improves the quality of life of people affected by HIV, illness, and poverty, advancing their stability and well-being through housing, health and empowerment services. DOORWAYS is a recognized leader and trusted resource in this field. New medications have helped to stabilize our resident's health, allowing them to focus on building their lives for the future.

Since 2018, our organization has been transforming. Our efforts culminated in 2022 with the opening of a new 3-acre campus near Jefferson Ave. and Martin Luther King Drive. New programs are being implemented and current programs redesigned and expanded including the Volunteer Program.

**ORGANIZATION SPOTLIGHT:**

DOORWAYS, a nationally known interfaith non-profit, empowers residents to overcome poverty, HIV, and homelessness by providing numerous supportive social services that improve Housing, Health, and Hope®. Since its founding in 1988, DOORWAYS has progressed to a multi-million-dollar agency that annually assists over 3,000 clients.

**WHAT YOU RECEIVE:** The chance to work in a diverse and employee-centered environment with a staff that exudes endless compassion. DOORWAYS is a fast-paced and convivial workplace that offers many competitive benefits: health insurance (including medical, dental, vision, life, and short/long-term disability coverage), tuition reimbursement, flexible scheduling, two Employee Assistance Programs (EAP), a 403(b) retirement plan, a flexible spending account, a health reimbursement agreement, paid parental leave, personal time off (PTO), and mileage reimbursement. DOORWAYS offers countless training opportunities throughout the year, and we always make time for team-building/fun.

**Job Summary:**

The Volunteer and Special Events Coordinator will administer all aspects of the organization's volunteer program including recruiting, training, and supervising volunteers.

***Supervisory Responsibilities:***

- Recruits, interviews, screens, trains, and supervises (or assigns) volunteer staff.

***Volunteer Duties:***

- Maintain volunteer orientation process so they are acclimated to their new position and prepared for the assigned tasks



- Communicates with internal and external partners of the organization to identify available opportunities and needs for volunteers
- Recruits volunteer staff to fit these roles using a variety of resources and techniques
- Gathers information about each volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data
- Schedules, coordinates, and assigns volunteers to appropriate departments, supervisors, and/or mentors
- Regularly communicates with volunteers to ensure placement is a good fit for individual's skills and goals
- Maintains files, records, applications, and other data concerning volunteer program
- Drafts, maintains, and publishes guidelines, best practices, and procedures for volunteer program
- Coordinates volunteer recognition and appreciation events and activities
- Performs other related duties as required

#### ***Special Events Duties:***

- Recruit and manage volunteer event committee members, and schedule committee meetings
- Plan, organize and execute special events from conception to completion
- Collaborate with other departments to ensure seamless event execution
- Prepare budgets and manage costs for assigned events
- Create detailed event timelines and coordinate all logistics
- Recruit, train and manage volunteers to assist with events
- Serve as a point of contact for vendors, partners and event guests
- Availability to work weekends and evenings, as events may require

#### ***Knowledge, Skills and Abilities***

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent organizational skills and attention to detail
- Strong leadership skills with the ability to motivate and encourage others
- Proficient with Microsoft Office Suite or related software
- Ability to work with diverse groups and individuals while maintaining confidentiality of clients, residents and staff
- Available to work extended hours, including evenings and weekends

#### ***Education and Experience:***

- High School Diploma or Degree in a related field is highly preferred
- Management experience



- Experience in the nonprofit sector and/or the healthcare industry is strongly preferred
- Experience in designing, creating and staffing special events is strongly preferred
- Desire to work with and around individuals of various socioeconomic backgrounds
- Personal commitment to the complex issues of people living with and affected by HIV
- Excellent customer service skills with the ability to maintain a positive attitude at all times

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

This job description is illustrative only and is not meant to encompass all possible duties the Volunteer and Special Events Coordinator may be called upon to perform or all conditions that an employee may encounter during the course and scope of employment.

ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of **Volunteer and Special Events Coordinator** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I understand that I will be working in a facility which is “home” for several residents and I will conduct myself in a way that is respectful of their privacy and will make them feel as comfortable as possible while conducting my job duties.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

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Employee Signature

Date

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Supervisor Signature

Date