



## Volunteer Director

The Volunteer Director plays a vital role in supporting the mission of GOGB by leading the recruitment, coordination, and retention of volunteers across all organizational activities. As a member of the Board of Directors, this individual works collaboratively to ensure effective volunteer engagement in programs, events, and operations.

### **Key Responsibilities:**

#### **1. Volunteer Recruitment & Outreach**

- Develop and implement strategies to attract new volunteers through social media, job boards, community events, and partnerships.
- Represent GOGB at community gatherings to promote volunteer opportunities.
- Create clear, engaging volunteer role descriptions.

#### **2. Onboarding & Training**

- Conduct volunteer orientations on GOGB's mission, values, and procedures.
- Ensure appropriate training and documentation, including waivers and background checks.

#### **3. Scheduling & Assignments**

- Coordinate volunteer schedules and task assignments based on skills and availability.
- Provide flexible solutions for last-minute changes or urgent needs.

#### **4. Support & Supervision**

- Maintain regular check-ins with volunteers and offer guidance.
- Address conflicts or concerns promptly and constructively.
- Foster an inclusive and supportive volunteer environment.

#### **5. Engagement & Retention**

- Gather feedback to enhance the volunteer experience.
- Build a sense of community to encourage long-term involvement.

#### **6. Program & Event Support**

- Collaborate with the Operations Director to manage volunteer roles for events, fundraisers, and programs.
- Ensure volunteers have the necessary tools, training, and follow safety protocols.

## **7. Tracking & Reporting**

- Maintain accurate volunteer records and track hours, roles, and impact.
- Prepare reports for leadership, grants, and board meetings.

## **8. Strategic Development**

- Evaluate and enhance the volunteer program to align with GOGB's evolving needs.
- Advocate for appropriate resources to support volunteer efforts.

## **9. Volunteer Leadership**

- Oversee volunteer leads or captains when applicable.
- Support leadership development and succession planning within the volunteer base.

## **Preferred Skills & Qualities:**

- Strong leadership and communication abilities
  - Highly organized and adaptable
  - Conflict resolution and problem-solving skills
  - Empathetic and community-oriented
  - Comfortable working with data and reporting tools
-