



ORANGE COUNTY UNITED WAY JOB DESCRIPTION

Job Title: Volunteer Engagement Coordinator	Reporting To: Director, Engagement Strategy
Department: Corporate Engagement	Position: Full-time/non exempt

Purpose of Position

The Volunteer Engagement Coordinator plays a key role in the creation, oversight and outreach of volunteer opportunities and services in line with the Volunteer Engagement Strategic Plan to support the growth and success of Orange County United Way's three initiatives: United to End Homelessness, United for Financial Security and United for Student Success.

Key Duties and Responsibilities

- Primary point of contact in responding to individual, group and company inquiries regarding volunteer opportunities at Orange County United Way.
- Assist in the coordination and execution of Day of Service volunteer events (In-Person and Remote)
- Help in the development of new in-person, remote and virtual volunteer opportunities that are safe, fun and impactful for volunteers.
- Collaborate with local service provider partners to identify volunteer needs that are in alignment with Orange County United Way initiatives.
- Act as the High School and College Students United volunteer liaison and help direct volunteer activities.
- Engage current and past volunteers with upcoming volunteer opportunities to consider.
- Train and equip volunteers for service opportunities.
- Deliver kits, meals and in-kind donations to various service provider partners throughout Orange County

Core Values / Aptitudes

- Positive, Kind, Giving
- Team player
- Innovative and Creative
- Highly organized
- Strong interpersonal and communication skills
- Ability to adapt to the ever-evolving world of volunteering

Employment Standards

- Bachelor's degree
- Volunteer coordination / events experience (1–3 years)
- Working knowledge of Microsoft Office
- Comfortable using remote tools and presenting on them (Zoom, Google Hangouts etc.)



Physical Demands

Physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to stand and publically speak. The employee is required to walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.

Send Resumes To:

recruiting@unitedwayoc.org
Orange County United Way
18012 Mitchell South, Irvine, CA 92614
www.unitedwayoc.org