



Position Description: Volunteer Coordinator

Brief Description

Camp Sunshine has offered camp experiences to individuals with intellectual disabilities since 1983. Our mission is “to offer experiences that model and nurture a culture of grace, inclusion, and joy, through which people with or without disabilities can transcend barriers and value both their own gifts and talents of others.” Our work is possible because of the volunteers who believe and support our mission. We seek a part-time Volunteer Coordinator who can recruit, train, and manage a diverse group of volunteers in order to expand our mission.

Responsibilities

- Recruit, screen, and vet volunteer counselors and day volunteers (references, background checks, interviews)
- Draft and maintain role descriptions and the volunteer manual
- Manage volunteer communications and serve as staff liaison to the Volunteer Recruitment Board Committee
- Build strong volunteer relationships to support retention, including recognition and appreciation efforts
- Determine training requirements by role and manage the full training and certification cycle
- Coordinate training logistics (in-person and virtual)
- Partner with Operations and Program Managers to pair campers with counselors
- Manage the volunteer program budget and track/report key metrics
- Address volunteer logistical needs during camp (housing, dietary/allergy needs, scheduling)
- Lead sensitive conversations with volunteers on-site (e.g., policy or values-alignment issues)
- Oversee day volunteers during camp sessions, including orientation and check-in/out

Hours and Benefits

The Volunteer Coordinator is a part-time, hybrid position with 1-2 days in the office and up to 30 hours per week most of the year and full-time with overtime during camp season. This position requires variable hours including evenings and weekends. Compensation ranges from \$20-\$22 per hour.

Qualifications and Requirements

- Experience in volunteer management, recruitment, or a related HR/people-operations function preferred
- Strong commitment to the mission and vision of the organization, including diversity, equity and inclusion for people of all backgrounds and abilities.

- Familiarity with principles of disability justice as well as a strong interest in disability issues, intersectionality and other marginalized communities.
- Experience working with individuals with disabilities, camp, or nonprofit programs is a plus.
- Must be able to travel to and stay on-site at camp during camp sessions.
- Proficient with technology and programs to support working collaboratively such as GSuite, Asana, and ability to learn new software systems.

Competencies

- Strong interpersonal and relationship-building skills; comfortable navigating sensitive conversations
- Confident public speaker
- Excellent written and verbal communication skills
- Reliability and discretion in confidential matters
- Adaptable, flexible, and creative
- Strong organizational skills with the ability to manage multiple concurrent workflows (recruitment, training, scheduling, budgeting)
- Problem solving skills
- Initiative and ability to work independently
- Confident, humble, and affirming leadership of individuals and teams

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.