



Corvallis For Refugees | Volunteer Coordinator Role Description

Job Title: Volunteer Coordinator

Supervisor: Chris McQueen – CFR Office Director

Role Purpose: To engage with the Corvallis and Albany communities and coordinate Corvallis For Refugees' (CFR) volunteers to empower refugees to thrive.

Time Commitment: Part time (20 hours per week) *Can be combined with additional administrative tasks to equal a full-time, benefits eligible position.

Ideal Candidate: Cross-cultural experience, bilingual preferred, strong English written and verbal communication skills, strong computer skills, highly organized, ability to multitask, excellent relational and interpersonal skills.

Role Duties:

1. Oversee volunteer recruitment process.
 - a. Work with other CFR Staff and Resource Team Leads to determine volunteer needs and recruit volunteers.
 - b. Communicate volunteer needs through available venues including newsletter, social media, and monthly meetings.
 - c. Lead CFR 101 breakout session during CFR Connects, and speaking opportunities in the community as needed.
 - d. Follow up with people who express interest in volunteering and connect them with appropriate opportunities and next steps.
 - e. Process volunteer applications, background checks, drivers checks, check volunteer references (if applicable).
 - f. Document process in CFR's Touchpoint database.
 - g. Communicate approval status and make a warm hand-off to appropriate CFR Staff or Resource Team leader.
2. Oversee CFR Resource Teams and Good Neighbor Teams
 - a. Recruit and train Resource Team leaders and Good Neighbor Teams leaders.
 - b. Work with the CFR Office Director and Resource Team leaders to develop a clear mission, focus and strategy for each Resource Team, and to form role descriptions for volunteers needed to carry out their strategy.
 - c. Plan and lead quarterly meetings for all Resource Team leaders to appreciate key volunteers, and to promote collaboration, networking and team building.
 - d. Initiate email exchange and manage ongoing dialogue with GNTs following placement with a New Neighbor family. Schedule follow up check-ins with each Good Neighbor Team for care, two-way feedback, and continued training at least once midway through the R&P period and again after the R&P period concludes.
 - e. Network within the community to grow infrastructure and community partnerships in needed resource areas.
3. Manage volunteer communication, appreciation and information tracking.
 - a. Send regular announcements, updates and information to CFR volunteers.
 - b. Respond to volunteer phone calls and emails.
 - c. Communicate with volunteers about issues that arise as needed (i.e. confidentiality, conflict resolution, etc.).
 - d. Develop and oversee strategy for volunteer care & appreciation.
 - e. Keep all volunteer information current in CFR's Touchpoint database.
 - f. Develop and manage a system for tracking volunteer hours.
 - g. Plan seasonal volunteer opportunities: holiday season of giving, volunteer appreciation week, MLK service day, etc.
4. Work together with the Welcome Home Team Coordinator to prepare for the arrival of New Neighbors
 - a. Prepare welcome baskets for each family.
 - b. Prepare welcome signs to be taken to the airport.

- c. Send email to Airport Welcome Team about arrival times.
 - d. Send sign-up list for pantry items when no GNT is assigned.
 - e. Coordinate a culturally appropriate meal for each arrival using community partners and past New Neighbors.
5. Utilize volunteers to create events for New Neighbors (Summer BBQ, Graduation Party, Open Streets, Friendsgiving, etc.).
 - a. Communicate event details through WhatsApp and bilingual staff.
 - b. Mobilize volunteers to in mutually transformative activities that promote resiliency.
 - c. Coordinate budget for each event with the CFR Office Director.
 - d. Incorporate opportunities for past new neighbors to be involved.
 6. Assist in Community-Wide Events and Speaking Opportunities
 - a. Organize regular Zoom and in-person meeting, connecting with volunteers and community partners.
 - b. Speak on behalf of CFR at community events.
 - c. Assist with other events including: annual THRIVE fundraiser, spring fundraiser, World Refugee Day, and creating new opportunities for the community to engage.
 - d. Follow up after community events for further volunteer recruitment.
 7. Attend required meetings:
 - a. 1:1 with Supervisor
 - b. Staff Meetings
 - c. Staff Events: retreats, holiday parties, team building events, etc.
 - d. Other Related Events: World Refugee Day, fundraisers, and refugee community events

This job description is not all-inclusive or an exhaustive statement of duties, responsibilities or requirements.
Interested parties should send cover letter and resume to Laurel Rightmer: laurel@salemforrefugees.org