

Good Neighbor Free Medical Clinic of Beaufort

Name:		Location:	974 Ribaut Rd, Beaufort, SC
Job Title	Volunteer Coordinator/ Executive Assistant	Position Type:	Hourly, Full-Time (32 HRS/WK)
Department/Group	Paid Staff	Reports To:	Executive Director

JOB DESCRIPTION

ROLE AND RESPONSIBILITIES

The Volunteer Coordinator role will play will interact with all clinical and operational volunteers. The Volunteer Coordinator reports to the Executive Director and works closely with both the Operations Manager and the Clinical Director to keep all volunteers engaged, recognized and up to date with required training.

The Executive Assistant role performs secretarial and administrative duties in support of the Executive Director. This role is responsible for managing scheduling, filing, organizing documents, maintaining records, taking notes at meetings, and any other administrative tasks that help the Executive Director perform her job.

Specific duties include, but are not limited to:

DAILY CLINIC OPERATIONS

- a. Assist in recruiting and communicating with interested volunteers.
- b. Assist in communicating with volunteers and staff.
- c. Coordinate monthly introduction to GNMC volunteer meetings.
- d. Coordinate shadow days and vetting of new volunteers.
- e. Prepare and complete New Volunteer Check List.
- f. Maintain an accurate volunteer list with contact information.
- g. Ensure required volunteer training is completed and documented annually.
- h. Assist Directors with quarterly volunteer training.
- i. Coordinate and implement annual volunteer recognition.
- j. Assist with volunteer information to be shared in the newsletter.
- k. Assists in soliciting shoutouts for the newsletter.
- l. Help coordinate volunteers for outreach events as needed.
- m. Assist Directors with staffing shortages as needed.
- n. Develop a Volunteer Coordinator manual.
- o. Assist the Executive Director in maintaining the Executive Director Manual.
- p. Assist the Executive Director in maintaining accurate and up-to-date employee records.
- q. Performs various clerical tasks utilizing knowledge of office systems and procedures.
Types letters, correspondences, reports, and presentations as needed.

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- r. Communicates among the organization and the community to complete administrative needs as requested.
- s. Maintains an efficient and organized filing system, including contracts, lists, and any other pertinent information to the Executive Director.
- t. Provides medical interpretation for non-English speaking patients upon request

ORGANIZATIONAL MANAGEMENT & LEADERSHIP

- a. Collaborates with Executive Director, Operations Manager, and Clinic Director to maintain the volunteer handbook, policy manual, procedure manual, volunteer job descriptions, and volunteer evaluations.
- b. Collaborates with Executive Director to maintain the Executive Director handbook, Policy Manual, staff job descriptions, staff evaluations, and employee records.
- c. Current with legislation and policy related to volunteering.
- d. Develop a program for recruiting, screening, orienting, supporting, and recognizing all volunteers.
- e. Assist in developing a program for staff coaching, one-on-ones, and performance evaluations.

FINANCIAL MANAGEMENT

- a. Collaborates in the development of grant applications related to volunteers in non-profits.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A minimum of an Associate Degree is preferred.

Detail-oriented, with strong organizational skills.

Excellent communication proficiency, both oral and written.

Computer proficiency, including Word and Excel.

Minimum 2 years' experience in an office environment (Medical Office or Nonprofit preferred).

Experience managing volunteers preferred.

SALARY:

- Hourly position at \$17-\$20 per hour, commensurate with experience

SUBMIT RESUME IN WORD OR PDF FORMAT TO
DIRECTOR@GNFMCBEAUFORT.ORG