



VOLUNTEER COORDINATOR

SUMMARY:

We are looking for a dependable, humble, detail-oriented individual, who is able to provide volunteer coordination to support children and families experiencing foster care. Sound like you? Perfect. Keep reading....

Atlanta Angels is an innovative nonprofit that seeks to change the way children, youth and families experience the foster care system. We believe that if we can get every child, youth, and family in the foster care system into our programs, we have a great chance of changing the world we live in.

Our fast-growing organization has a start-up mentality, but also a level of professionalism and drive that is not found in most nonprofits. There is a LOT of opportunity with our company and we are looking for a creative, innovative self-starter who exudes these four core competencies: Professionalism, Passion, Initiative, Adaptability.

HISTORY:

Established in 2010, Austin Angels wraps community around children in the foster care system, as well as their caretakers, by offering consistent support through intentional giving, relationship-building, and mentorship. Our programs are created to help empower children and build sustainable foster homes. Our solution to the foster care crisis are the Love Box family support program and Dare to Dream youth mentor programs. Our programs utilize a trauma-informed, wrap-around service model that strengthens relationships between foster families, youth in foster care, and bio families. In 2016, Austin launched its first chapter in Amarillo, Texas and has then grown to open 22 chapters across the Nation, including Atlanta Angels, which launched in 2020.

GENERAL OVERVIEW:

The main role of the Volunteer Coordinator is to work closely with our programs team to manage all volunteers, including recruitment, onboarding, matching, and stewardship for each of our programs (Love Box, Dare to Dream, and Angel Allies).



PRIMARY RESPONSIBILITIES:

Work as directed to support the mission and values of Atlanta Angels and the Atlanta Angels staff and volunteers.

- Work as directed to support the mission and values of Atlanta Angels.
- Engage in discussions around sensitive topics including child abuse, neglect, trauma, mental health, poverty, substance abuse, trust-based relational intervention, rehabilitation, social adjustment, therapeutic needs, child demographics, case trajectory, family preservation and child relational concerns. Utilize these discussions to advocate and make decisions for the best interest of the client.
- Assist with recruiting new volunteer/volunteer groups. Ability to speak about programs during networking and/or presentations for volunteer recruitment.
- Respond to all volunteer interest from website/direct email within 24 hours during the work week.
- Interview volunteers to find the best match within the Atlanta Angels organization.
- Ensure volunteers complete all on-board requirements.
- Conduct ongoing monitoring of volunteer contact and tracking
- Attend and serve at events including fundraising, community awareness initiatives, events for families, youth, and children which often occur over weekends or evenings.
- Plan and execute monthly volunteer trainings, mixers, and other events, and annual Volunteer Appreciation event
- Send birthday cards and communications to volunteers
- Track volunteer retention
- Lead regular volunteer info sessions and conduct timely follow-up with all attendees
- Manage Angel Allies and send weekly Angel Ally newsletters

Other duties/tasks as-needed and as-assigned.



KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- A qualified candidate will be a highly skilled communicator with strong interpersonal skills and abilities to quickly curate trust-based connections (including foster families, foster youth, volunteers, mentors, corporate partners, and other Atlanta Angels supporters). This person will possess knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and psychological needs.
- Atlanta Angels is not a religious organization and accepts all people as they are. Staff members should demonstrate a spirit of inclusivity and acceptance of people from all backgrounds and walks of life.
- A qualified candidate will be a self-starter who can work independently and manage multiple tasks simultaneously.
- A qualified candidate will be a quick learner who is able to then pass along the knowledge to others in an easily accessible manner.

WORK CONTEXT:

Requires using discretion when presenting information to partners, engagement presentations, and discussions of interested parties to avoid disclosing confidential information about a case.

Requires a mixture of working indoors in a traditional office setting and traveling to agency locations, outreach events, etc.

Requires initiative, an eagerness to learn, and willingness to perform the many and various operational tasks required to keep Atlanta Angels running smoothly.

Requires being passionate about the mission and willingness to invest time and personal expertise to grow Atlanta Angels.

Requires part-time to full time investment, depending on additional tasks being added to workload.



REQUIRED:

- Personal Telephone (and possibly conferencing capabilities)
- Personal Laptop / portable computer / tablet
- Personal car, valid driver license, insurance
- Ability to pass state and Federal background checks

PROGRAMS USED ON THE JOB:

- Google mail
- Mailchimp
- Basic Microsoft Office Applications (Word, Excel, PowerPoint)
- Google Drive
- Apricot (Data Tracking Software)
- Zoom
- Canva
- Calendly
- Slack

MINIMUM QUALIFICATIONS

- Bachelor's Degree preferred
- 2+ years of college + experience in related field

To apply for this position, please send your cover letter and resume to Christie at christie@atlantaangels.org