

**Scleroderma Foundation
Rocky Mountain Chapter
Volunteer Coordinator**

The Chapter seeks an outgoing individual with the enthusiasm and skill sets to help grow our volunteer database as well as coordinate volunteers as needed for various projects and committees.

Job Description:

- Gain knowledge of Chapter programs, events, administration, etc. to better understand needs of Chapter when recruiting volunteers and the skill sets required.
- Maintain volunteer database and communicate with volunteers to keep them informed of volunteer needs throughout the year. Engage volunteers between projects and events (by phone call, quarterly newsletter/e-letter, etc.)
- Recruit volunteers – (1) attend Chapter support group meetings and events to recruit from within our membership; (2) post volunteer positions on volunteer websites, including but not limited to Metro Volunteers, volunteermatch.org, volunteerspot.org; (3) develop working relationship with local colleges and post volunteer positions on their websites to recruit student volunteers and interns; (4) develop list of Colorado corporations encouraging employees to volunteer and initiate contact with corporation; (5) develop list of churches that share community volunteer opportunities with their congregations; (6) attend volunteer and intern fairs.
- Coordinate and schedule opportunities to speak at colleges, corporations, churches, etc. to discuss who we are (awareness of scleroderma) and our volunteer needs.
- Maintain and update volunteer, committee and subcommittee descriptions as needed.
- Work with staff, Board and committee chairs to fulfill volunteer needs.
- Maintain list of those who have volunteered throughout the year for timely thank you's and recognition (newsletters, Volunteer Week).
- Coordinate volunteer training, as needed. Develop and maintain volunteer training manual.

Hours: 10-15 hours/month

Skills Required: Database experience, computer skills, social media skills, communications skills. Passion to help Chapter grow to meet its goals and fulfill its potential.