

**Centro Multicultural La Familia/ *Multicultural Family Center***  
**Volunteer Coordinator**  
**Job description and responsibilities**

The Volunteer Coordinator staff person reports directly to the Healing & Community Justice Director or designee. Position is non-exempt, does not require overtime, hours are from Monday to Friday with occasional weekend.

**Education and Experience**

1. A Bachelor's degree from an accredited college or university is preferred
2. Have at least two years of experience working with families or customer service.
3. Possess a valid motor vehicle operator's license.
4. Ability to use Microsoft Office including Word, Excel and PowerPoint.
5. Be proactive, punctual and reliable
6. Ability to speak Spanish is strongly desirable

**Volunteer coordinator**

- Recruit, interview, provide orientation and direct new volunteers to different activities within a **culturally affirming** approach.
- Keeping volunteer records in place on Empower DB and documents Volunteer orientation activities.
- Maintain communication with volunteers and their supervisors.
- Create relevant reports on volunteer activities to be included in quarterly reports to funder
- Take the lead when the agency receives donations of food, clothing and other items for clients (e.g., Thanksgiving baskets, Adopt a Family, Lighthouse food boxes) ensuring they are **diverse and inclusive** of the population served.
- Make sure volunteers are recognized and thanked and keep the community **at the center**.
- Interviews staff on a quarterly basis to help identify the need for having a volunteer and assists with creation of job descriptions to be presented to volunteers according to skill and interest level.
  - Responds to survivor's inquiries through our Facebook page and/or forwards inquiries to appropriate staff within the spirit of **Si Se Puede**.
  - Assist the SST team with outreach activities and event planning as well as **collaborations** with other entities.
  - Makes sure that Centro is listed in all relevant volunteer opportunities platforms such as Share Detroit, United Way, Nonprofit News, etc.
  - Participate in agency committees and help recruit volunteers to the Board.

All other duties as assigned by the Healing & Community Justice Director or designee within the scope of this position that contributes to the advancement of CMLF as a premier provider of services for people with emotional/mental health/support needs. Performs duties and responsibilities in accordance with applicable safety and health policies and procedures. Job duties may vary based on discipline and population served.

Centro's **Cultural Values**: Culturally Affirming, Diversity, Equity and Inclusion, Community at the Center, Collaborative, Si se Puede (We Can) Attitude.

**We are a minority staffed and minority serving organization. People of color and minorities are strongly encouraged to apply. If interested, please send resume to Dr Sonia Acosta at [sacosta@centromulticultural.org](mailto:sacosta@centromulticultural.org)**