



Volunteer Coordinator Position Description

About Mid-Coast Recovery Coalition

The Mid-Coast Recovery Coalition (MCRC) is a growing nonprofit organization that was created to support individuals and families in pursuit of recovery from addiction to drugs or alcohol. The coalition offers recovery housing in Rockland, recovery coaching, and is opening a women's recovery house in Camden this summer. Many community members have expressed interest in supporting our programs and mission, and we're looking for help cultivating and organizing volunteers.

General Job Description

The Volunteer Coordinator recruits, interviews, checks references, and oversees volunteers. In this role you will provide direction, planning and coordination for volunteer functions within MCRC for both Camden and Rockland initiatives. The Volunteer Coordinator will support organization of volunteer participation in day-to-day operations of two recovery residences, including the example activities listed below. Part of this role will involve managing email and phone conversations with volunteers, to find the right people for events and activities. The Volunteer Coordinator may also attend semi-regular Mid-Coast Maine fundraising events, as needed, to speak with community members about volunteer opportunities. .

The Volunteer Coordinator will report to the President and a Board committee responsible for MCRC programs. You will work closely with this Board committee to understand strategic and near-term priorities, and plan events or activities as-needed with teams of volunteers.

Examples of MCRC Volunteer Activities

This list includes the many activities for which potential volunteers have offered their expertise. These or other skills may be needed to support MCRC operations and initiatives. The Volunteer Coordinator will be responsible for maintaining a database that identifies community members willing to help with these activities, and reaching out to these community members as needed for specific initiatives.

- Building construction
- Building maintenance
- Architectural services
- Gardening
- Fundraising
- Event coordination (including set-up, food prep, clean-up)
- Event hosting
- Meeting facilitation
- Creation of collateral, signage, promotion materials
- Labor (lifting, moving, etc.)
- Recovery coaching or counseling
- Driving or transportation
- Child care or after school support
- Flyer distribution
- Computer/IT
- Website updates
- Social media marketing
- Musical talent sharing
- Grant writing
- Government education or engagement
- Policy and procedure creation
- Strategic or organization planning
- Accounting, budgeting, auditing
- Legal counsel
- Risk assessment or insurance advisement
- Other



Part-time Employment

MCRC anticipates this position requiring 10 hours per week. The schedule is flexible but also dependent on volunteer availability, the event schedule, and changing daily requirements. Some evening and weekend availability will be required for events and activities (this is also flexible). This is a non-exempt position.

Compensation & Benefits

The hourly rate is anticipated at between \$14 to \$18 per hour dependent on skills and experience. Expense reimbursement is provided with prior approval by the President.

Location

The Volunteer Coordinator can work remotely from their personal computer and telephone. MCRC maintains an office space in Rockland that is available on an as-needed basis for office work and collaboration. The Volunteer Coordinator may also be asked to travel to the MCRC recovery houses in Camden and Rockland, and other community establishments in the Midcoast (e.g., local churches) as-needed for events or recruiting.

Job Duties and Responsibilities

1. Participates in recruitment activities, collects information on volunteers using intake forms, processes intake forms, maintains volunteer database.
2. Checks references and conducts background checks as needed.
3. Act as a single point of contact for communications to and from volunteers.
4. Coordinates with MCRC Board on volunteer assignments needed and maintains inventory of assignments with start and completion dates.
5. Promotes a wide range of volunteer opportunities within the organization.
6. Recommend the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future workforce needs to support volunteer program operations.
7. Conduct and/or arrange for volunteer orientation and training.
8. Communicate with volunteers (including direct outreach, events, social media, etc.) to schedule all volunteer activity
9. Maintain accurate records (including database) and provide weekly (via email to President) and monthly (for Board) reports on volunteer participation.
10. Host and attend recruiting events, as requested, within the community to attract qualified candidates.
11. Provide ongoing support and guidance for volunteers, including coaching, monitoring, and oversight as needed. Often referred to as "care and feeding," MCRC volunteers will need feedback and encouragement.
12. Act as a single point of contact for communications to and from volunteers.
13. Confer with volunteers to resolve grievances and promote cooperation and interest.
14. Other duties as assigned.

Skills & Qualifications

- High attention to detail.
- Excellent organization and oral communication skills.
- Flexible and adaptive communication approach - e.g., use email, phone, text, social media depending on volunteer preferences



- Experience working with the public in a leadership role is helpful.
- Enthusiasm for in-person interactions and on-the-ground projects
- Experience working with Microsoft Excel and/or database management.
- Experience with Google Docs and/or file management systems helpful.
- Must be comfortable conducting reference checks and coordinating background checks for sensitive positions.
- Must be capable of diplomacy and discretion in all situations, including interacting with residents, Board members, and the public.

Education and Experience

Some college experience helpful plus at least two years of experience working with the public.

How to Apply

Submit letter of interest and resume to Ira Mandel, info@midcoastrecovery.org.