

Position: Volunteer Director

Do you enjoy helping people? Do you see yourself as a leader? Do you see yourself as a catalyst? As a Volunteer Director, you will oversee the volunteer program from recruiting to scheduling volunteer tasks per needs across the organization. When you join North South Foundation, you become part of a team that is dedicated to providing educational opportunities to children. With NorthSouth you will truly make a difference each and every day as you work alongside a supportive team. With a competitive benefits package, work-life balance, professional development, and an outstanding work environment, you will have everything you need to achieve success in your career.

North South Foundation (NorthSouth) is a volunteer driven non-profit organization established in 1989. Our Mission is to promote excellence in human endeavor by organizing Educational Contests for the kids in the USA and provide scholarships for children in need.

We are looking for a Volunteer Director to recruit volunteers, screen and provide guidance during the volunteer onboarding process and provide support of the existing volunteer base. This role will be responsible for developing the needed processes and documentation to grow this function.

This role can be full-time or part-time.

Reports to: Chief Experience Officer

Core Responsibilities:

- Design, plan and direct the volunteer program
- Oversee the recruiting, interviewing, training and scheduling of volunteers
- Develop relationships and collaborate with key stakeholders
- Create and hone role-based volunteer Job Descriptions
- Facilitate volunteer recruitment
- Conduct volunteer screening interviews
- Develop and coordinate volunteer onboarding content
- Assign volunteers to teams based on vertical needs
- Track volunteer productivity/hours
- Ongoing volunteer education, feedback and support
- Coordinate Volunteer Recognition activities
- Manage process for certificate and letter requests
- Develop a process to institute
 - User feedback (of/to volunteers)
 - Volunteer feedback (of/to users)
- Maintain requisite volunteer information
 - Up-to-date volunteer lists
 - Volunteer availability
 - Volunteer interests
 - Volunteer assignments
 - Volunteer time

Qualifications and Requirements:

- Professional: Bachelor's Degree
- 1-3 years of supervisory/management experience
- 3-5 years of volunteer experience
- Prior non profit experience preferred
- Prior educational non profit experience is a plus
- Exposure to NorthSouth programs preferred but not required
- Excellent knowledge of volunteer recruitment and appreciation sources
- Comfortable using Google Drive and related G-suite products
- Excellent soft skills
- Excellent organizational skills
- Ability to meet deadlines
- Accommodate 1-2 hours in the evening on an as needed basis
- Accommodate a few hours each weekend on an as needed basis
- Ability to work remotely and attend any local events on an as needed basis

To apply for this position, please complete this [application form](#).

You will be able to attach your resume in that form. If you have any difficulty or have questions, please contact humanresources@northsouth.org.

Thank you and we look forward to being in touch!