



## Committee Membership – *Volunteer Coordinator*

My Sister's Closet Network, NFP is currently seeking qualified individuals to serve as committee chair, co-chair of several committees as well as take on lead volunteer positions in 2010. The next several years promise to be exciting ones packed with trailblazing ideas and leading edge programs. The organization will have a phenomenal impact on the communities we serve. The committees and lead volunteer positions play a critical role in carrying out this important work and supporting our Board of Directors in furthering the mission.

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**Creativity, Commitment, and Collaboration are key criteria of our volunteer members.**

A Volunteer Coordinator is the person in a nonprofit organization who recruits, trains, places, and supervises volunteers and other non-paid personnel. Volunteer Coordinators serve in a public relations function--visiting businesses, clubs and other public entities to tell the story of the organization to recruit volunteers.

Volunteer Coordinator will create job descriptions, training sessions, training materials, evaluation and other "details" to help with the placement and maintenance of volunteers. This position works closely with the Board of Directors to identify the volunteer needs and will use staff input to design accurate job descriptions. There may be committees or others who help choose and recruit volunteers but the day-to-day details will likely fall on the desk of the Volunteer Coordinator.

**Soft Skills:** Self-confidence and interpersonal communication skills are critical for a person in this role. Excellent outreach and networking skills, established network in Chicago highly desirable; Our volunteer candidate will have an expansive personal and professional network and must possess the fortitude to accomplish organizational goals and the gift to engage and motivate others to action.

**Qualifications and Key Responsibilities:** Previous experience in volunteer efforts and business development; Ability to work virtually or in a small office environment with an entrepreneurial approach

**Networking** - identifies networking opportunities for MSCN, searching for individuals/companies/organizations that align with our mission for volunteer opportunities and/or potential sponsorship. Volunteer Coordinator is responsible for expanding the network through cold calls or warm contacts, engaging an active volunteer group and facilitating introductions to potential corporate partnerships through the volunteer group.

**Volunteer Management** - cultivate volunteer relationships, schedule volunteers and participation in workshops and events, arrange for space donations from corporate and business volunteer partners for fundraisers, workshops, career summits, etc.

**Recruiting and Training** - recruits new volunteers and orients our network of professional volunteers, conduct volunteer orientation, and conduct volunteer training.

**Program Support** - provides volunteer support of all five MSCN programs in event planning and execution including fundraisers, career summits, workshops and networking events.

**MY SISTER'S CLOSET NETWORK, NFP** is a nonprofit corporation organized and operated exclusively for educational and charitable purposes. MSCN serves women world-wide via the web and also those that are located in Chicago, Illinois and the Chicago land area. My Sister's Closet Network (MSCN) is charged to carry out its mission and its vision to fulfill the notion that I am my sister's keeper and develop a community of "whole" women living their life's purpose.

Interested individuals should email us at [volunteer@mysistersclosetnetwork.org](mailto:volunteer@mysistersclosetnetwork.org).

[www.MySistersClosetNetwork.org](http://www.MySistersClosetNetwork.org)

*"I AM" my sister's keeper....supporting her journey to wholeness from the inside out!*