

## **Job Description for Volunteer Coordinator of the Wilford Woodruff Papers Foundation**

The mission of the Wilford Woodruff Papers Foundation is to collect, transcribe, digitally preserve, and publish Wilford Woodruff's records to proclaim that Jesus Christ has restored his gospel and continues to reveal his will through his prophets.

We are looking for a detail-oriented and personable Volunteer Coordinator who is committed to the mission of the Foundation. The Coordinator will be responsible for supporting volunteers and coordinating volunteer opportunities through the complete volunteer lifecycle, including: onboarding new volunteers, maintaining an accurate database of volunteer information and skills, matching volunteers to opportunities that suit their skills and the Foundation's needs, and offboarding volunteers. The Volunteer Coordinator reports to the Executive Director.

### **Volunteer Coordinator Responsibilities:**

- Serving as the point of contact for all potential volunteers and volunteers in the onboarding process;
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database;
- Introducing volunteers to the mission of the Foundation and instructing them on volunteer and Foundation policies;
- Keeping new and existing volunteers informed about the Project's progress and new volunteer opportunities;
- Keeping schedules and records of volunteers' work;
- Ensuring compliance with codes of conduct and operating procedures to uphold the Foundation's values;
- Ensuring the Foundation's mission is conveyed to and understood by potential and current volunteers;
- Working with Project supervisors to match volunteers to opportunities that meet the needs of the Foundation as well as suit the volunteers' skill sets; and
- Offboarding volunteers when they complete their service within the Project.

### **Volunteer Coordinator Requirements:**

- Commitment to the Foundation's mission;
- Experience in volunteering with non-profits preferred;
- Excellent computer and data management skills including working knowledge of Google Sheets and/or Excel spreadsheets;
- Excellent communication and interpersonal skills;
- Exceptional organization and team-building skills.

The Wilford Woodruff Papers Foundation offers only remote positions. To apply, send your resume/CV and a cover letter stating your reasons for supporting the mission of the Wilford Woodruff Papers Foundation to [contact@wilfordwoodruffpapers.org](mailto:contact@wilfordwoodruffpapers.org).