



Comfort Zone Camp Volunteer Coordinator in NJ

Title: Volunteer Coordinator in New Jersey

Reports to: Regional Camp Director

Location: Comfort Zone Camp is headquartered in Richmond, VA. This position works remote in New Jersey (Somerset, Morris, Hunterdon, Middlesex counties preferred.) In-person meetings as needed.

Who we are: Comfort Zone Camp serves children who have lost a parent, sibling, primary caregiver, or friend. All programs are offered at no cost to families. CZC provides a safe, nurturing environment where kids can have traditional camp fun, while at the same time acquiring tools to help them cope with their loss. Since 1999, CZC has helped 21,000+ children.

Position Description: We are looking for a detail-oriented and focused volunteer coordinator to be responsible for our database of volunteers and volunteer opportunities. The volunteer coordinator's responsibilities include recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the public.

Objective: The Volunteer Coordinator provides support for Comfort Zone Camp programs by:

- Recruiting, retaining and engaging volunteers
- Actively recruiting new camper families for programs
- Maintaining the volunteer data base
- Practicing compassionate high touch, high quality, customer service to volunteers
- Serving as the liaison to volunteers
- Collaboratively partnering with other CZC employees to provide an exceptional experience for grieving children and their families

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Camp Volunteer Management

- Manage volunteer communications before, during, and after camp
- Act as primary contact for volunteers at camp
- Responsible for fully staffing assigned camp programs with all volunteer roles
- Perform information management, data entry, and statistical tracking for volunteers
- Ensure background checks are performed and cleared prior to matching on all volunteers
- Prepare volunteer matching materials and participate in the Matching Process
- Identify and prepare the Big Buddy share volunteer
- Coordinate on-site handouts, information, and reports related to volunteers
- Manage volunteer paperwork
- Prepare volunteer evaluations for program, and summary after each program session
- Complete all post-camp tasks related to volunteers



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2. Volunteer Training Management
 - Schedule and implement volunteer training calendar
 - Prepare, lead, and complete follow-up for assigned volunteer training sessions
3. Community Engagement & Outreach
 - Represent CZC to campers, volunteers, donors and community members including workshops and presentations
 - Recruiting new camper families through various outreach strategies
 - Collaborate & support the Regional RAC meetings/members as needed
 - Lead Volunteer Outreach Strategy, to include recruitment, retention, and re-engagement of volunteers
 - Engage volunteer community through social events and communication
4. Other Responsibilities
 - Assist with social media and marketing efforts as requested
 - Attend and assist with development/fundraising efforts and events as requested
 - Assist with camper recruitment
 - Oversee projects to support organizational capacity as requested

Core Competencies:

1. Networking & Relationship-Building Proficiency
2. Volunteer Recruitment & Retention Proficiency
3. Written and Verbal Communication Expertise
4. Organization and Time Management Proficiency
5. Speaking, Training, & Presenting Information
6. Sales/Persuasion Skills
7. Adaptability & Flexibility
8. Confidentiality Expertise
9. Teamwork
10. MS Office Proficiency

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m.

Travel

Travel consisting of 8-10 weekends annually is required for this position. Travel is typically overnight and will primarily be concentrated on weekends and evenings.

Required Education and Experience

1. Bachelor's degree with a minimum of 3 years professional experience in a nonprofit, social services, youth development or camp setting preferably in a volunteer management capacity.



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Preferred Education and Experience

Volunteer management in a nonprofit, social services, youth development or youth camp arena.

To Apply: Please submit a resume and cover letter stating why this opportunity is right for you based on your experience to Krista Collopy, Regional Camp Director, kcollopy@comfortzonecamp.org.

- A resume without a cover letter will not be reviewed or considered.
- Please no calls.

AAP/EEO Statement

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.