

Volunteer Coordinator

Classification: Full-time, Exempt

Reports to: Regional Camp Director

Date: Updated February 2026

Salary Range: \$45,000-\$50,000

Location: Richmond, VA Office (On-site)

Schedule: Monday-Friday, 8:30 am – 5 pm

Who We Are

Comfort Zone Camp (CZC) is a mission-based nonprofit organization dedicated to transforming the lives of children and young adults who are grieving the loss of a loved one.

The Opportunity

Comfort Zone Camp (CZC) is looking for a people-person who can encourage and persuade individuals to volunteer at our camps. This person is detail-oriented and responsible for our database of volunteers and volunteer opportunities. The Volunteer Coordinator's responsibilities include recruiting and training new volunteers, managing 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.

Why Join Us?

You'll play a key role in helping grieving children and their families access programs that change lives—offering support, hope, and connection.

What You'll Do

Volunteer Recruitment

- Fully staff 8-10 camps annually with approximately 60-80 volunteers each
- Solicit volunteers through phone calls, emails, social media, speaking events and networking

Camp Volunteer Management

- Manage volunteer communications before, during, and after camp
- Coordinate multiple programs at the same time
- Serve as primary contact for volunteers at camp
- Perform data entry, and statistical tracking for volunteers
- Ensure background checks are performed

- Prepare volunteer information and collaborate in the matching process
- Coordinate on-site handouts, information, and reports related to volunteers
- Manage volunteer paperwork
- Complete all post-camp tasks

Onsite Camp Roles

- Facilitate 3+ volunteer meetings at camp and other facilitation as needed
- Oversee volunteer success at camp
- Serve as key member of camp team in executing camp weekend

Volunteer Training Management

- Facilitate in-person and virtual trainings for small and large groups
- Schedule and implement volunteer training calendar
- Coordinate set-up of space and training materials

Community Engagement & Outreach

- Represent CZC to campers, volunteers, donors and community members including workshops and presentations
- Engage volunteer community through social events and regular communication
- Collaborate & support the Regional Advisory Committee meetings/members as needed

Other Responsibilities

- This position supervises volunteers in the office and at camp; this role does not manage other employees.
- Attend and assist with development/fundraising efforts and events as requested
- Assist with camper recruitment
- Oversee projects to support organizational capacity as requested

What We're Looking For

Core Competencies:

- Networking & Relationship-Building Proficiency
- Sales/Persuasion Skills
- Volunteer Recruitment & Retention Proficiency
- Written and Verbal Communication Expertise
- Organization and Time Management Proficiency
- Speaking, Training, & Presenting Information Proficiency
- Ability to Work Independently
- Adaptability & Flexibility
- Detail Oriented
- Confidentiality Expertise
- Teamwork



- MS Office Proficiency with Excel Expertise
- Database Management

Required Experience

Bachelor's degree, with experience in a non-profit, social services, youth development or camp setting preferably in a volunteer management capacity.

Preferred Experience

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

Additional Information

Work Environment

This job operates in a fast-paced office environment. This role routinely uses standard equipment such as computers, phones, and printers/copiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands; and reach with hands and arms. The employee must be able to lift at least 25lbs without assistance. A valid driver's license and reliable transportation are required.

Position Type/Expected Hours of Work

This is a full-time, on-site position in Richmond, Virginia. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Additional hours may be required to accommodate organizational needs. Attendance at assigned fundraising events is required.

Travel

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

Additional Eligibility Qualifications

Authorization to work without sponsorship in the United States for any employer.

Equal Opportunity

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.

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To Apply: Please email your resume and cover letter to jobs@comfortzonecamp.org with the job title in the subject line. This position is open until filled. If you are interested in other opportunities, please visit our [Volunteers page](#).