

**VOLUNTEER RECRUITER**

**Position Overview:** One Dublin is a 501(C)3 nonprofit organization whose mission is to share help and hope with one another in times of need. The Volunteer Recruiter provides a critical role within the organization to ensure volunteer opportunities are filled to operate our programs.

**Key Responsibilities:**

* Actively recruit individual and group volunteers for ensure volunteer opportunities are filled. Groups may be other organizations, businesses, churches, school groups, book clubs, etc
* Vet prospective volunteers on behalf of the organization
* Seek out partners, institutions or channels (e.g. online platforms, social media) that can provide volunteers with the right skill sets
* Seek out qualified individuals to fill specific positions or grow and maintain their pool of on-hand volunteers
* Align volunteers with opportunities
* Follow up with volunteers after an event and asking if they would like to volunteer again

**Initial Impact:**

* In 2022, One Dublin hosted over 600 volunteers to help run our programs and services

**Sustained Outcomes:**

* The Volunteer Recruiter will gain knowledge of the social sector and the ability to leverage networks and interpersonal skills to influence outcomes

**Training:**

* The recruiter will be trained on One Dublin’s Point App

**Support:**

* The volunteer will receive support from the Executive Director and the Director of Warehouse and Free Shop Operations

**Commitment:**

* This is a volunteer position that reports to the Executive Director with a commitment of 1-3 hours per week.
* The Recruiter position is a team-oriented work-from-home position with some in-person meetings and special events. Very flexible schedule.

**Qualifications Required:**

* Alignment with One Dublin’s purpose, mission, and values
* Strong communications and listening skills
* Must be proactive in seeking volunteers
* Friendly and outgoing personality
* Must be available to promptly respond to volunteers within a reasonable time frame
* Must have access to various talent acquisition channels, including companies, professional networks, online communities, and social media
* Cross-cultural competency

**Qualifications Desired:**

* Non-profit experience (preferred but not required)
* Familiarity with Google Workspace and Microsoft Office

**Experience:**

* Volunteer management: 1 year (preferred but not required)

**Benefits:**

* This position enables the volunteer to interact with businesses and individuals within the community.