

## Ulman Foundation Volunteer Coordinator

**Reports To:** Sr. Director, Business Operations

**Location:** Ulman House 2118 E Madison St, Baltimore, MD 21205

**Exempt/Non-Exempt/Contract/Temporary:** Exempt

**Full Time/Part Time:** Full Time

**Standard Office Hours:** The Volunteer Coordinator works primarily at Ulman House, but may have meetings and events in other locations. Ulman House ("the House") is staffed on a shift schedule between 7:30am and 7:00pm Monday-Friday. The Ulman Foundation Volunteer Coordinator will work a 40 hour work week, which will be comprised of shifts within those hours along with occasional weekend, dinner, or other evening programming as volunteer events demand. The Ulman Foundation Volunteer Coordinator will also participate in the rotation of weekend on-call duties with other members of the Ulman House staff as necessary.

**Our Mission:** Ulman Foundation is a national non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

**Your Role in Our Mission:** At Ulman Foundation, our volunteers are a critical component of our success. We utilize volunteers in our patient programming, our ongoing operations, and our events and experiences. Volunteering with our organization is often one of the first ways that new people engage with us, and group volunteering is an important piece of our partnerships with other organizations. The Volunteer Coordinator is responsible for the end-to-end experience of all of our volunteers. He or she will work with staff members across the organization to understand and fill their volunteer needs. This role leads volunteer recruitment, scheduling, tracking, event execution, and ongoing engagement.

### **Specific responsibilities, projects, or activities of this position may include:**

#### Volunteer Recruitment

- Collaborates with the External Affairs and Corporate Relations staff, as well as other Ulman Foundation staff members, to recruit individuals and groups to volunteer.
- Outreach methods may include: presentations to faith, business, community groups and colleges; staffing information booths at community events; individual outreach, and utilization of other marketing methods and the media.
- Develop community partnerships to support the volunteer program.
- Serve as public ambassador for volunteering with Ulman Foundation.

#### Volunteer Onboarding

- Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
- Develop and facilitate orientation and training for volunteers.

#### Volunteer System Management

- Maintain and enhance volunteer management system to support volunteer scheduling, sign in, tracking and reporting.

#### Volunteer Engagement and Events Management

- Supervise volunteers during volunteer events as necessary.
- Develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
- Develop and enhance ongoing volunteer communications and outreach.

Other duties as assigned by the Sr. Director, Business Operations

#### **Ulman Headquarters**

1215 East Fort Ave, Suite 104  
Baltimore, MD 21230

#### **Ulman House**

2118 East Madison St.  
Baltimore, MD 21205

#### **[ulmanfoundation.org](http://ulmanfoundation.org)**

[info@ulmanfoundation.org](mailto:info@ulmanfoundation.org)  
410.964.0202

**Qualifications/Skills:**

The Ulman Foundation Volunteer Coordinator must be a people-oriented person with strong relationship building skills, professionalism and emotional intelligence. The person must be organized, detail-oriented, friendly, tactful, compassionate, and able to engage diverse groups of people. He or she must be comfortable integrating different groups of people and must be capable of teaching and directing others and enforcing rules and policies.

- Passion for, understanding of, and commitment to delivering on the mission of the Ulman Foundation and ensuring the success of the Ulman volunteer programs
- Skilled at building interpersonal relationships, working effectively as part of a team, and managing volunteers.
- Strong written and verbal skills, to communicate effectively with staff, volunteers, and community groups.
- Strong organizational and time management skills
- Strong decision-making, and problem-solving skills
- Proven ability to work effectively with diverse groups of teammates, partner organizations, volunteers, and clients
- Proactivity, positive attitude and good judgement

**Educational requirements:**

- High School Diploma and Bachelor's Degree Required
- Experience in recruitment, corporate engagement, or volunteer management is a plus
- Must be familiar with GSuite and Microsoft Office applications

**To Apply:**

Interested candidates should submit a cover letter and resume to [careers@ulmanfoundation.org](mailto:careers@ulmanfoundation.org) with "Ulman House Volunteer Coordinator" as the subject line.