

Volunteer Coordinator

Reports To:	Chief Operating Officer	Manages:	N/A
Remote / In-Person:	In-Person M-F Occasional Evening/Weekend Activities Quarterly Weekend On-Call	Location:	2118 E. Madison St, Baltimore, MD 21205
Exempt / Non-Exempt / Contract / Temporary:	Exempt	Full Time / Part Time:	Full Time
Compensation:	\$40,000 per year		
Benefits:	<ul style="list-style-type: none"> ● PTO - 15 days/yr prorated ● 13 paid holidays ● Employer funded health insurance ● Retirement plan + 3% match ● Employer funded STD, LTD, AD&D and life insurance ● Employer funded employee assistance program ● Monthly reimbursements for cell phone (\$50) and wellness (\$20) 		

About Us: Ulman Foundation is a non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer. We offer support to adolescent and young adult patients, survivors and their loved ones through our patient navigation programs, our traditional and non-traditional support groups, and through Ulman House (“the House”), our no-cost home away from home for those traveling to Baltimore for treatment.

At Ulman, we believe the community of support that we create for our patients begins with creating a community of support amongst our team. We strive to maintain an environment where we can all bring our best, most authentic, and whole selves to work, where we feel seen, heard, respected and valued, and where we have the tools, resources and support we need to be successful in our work and in our lives.

Cancer affects us all. The Ulman Foundation supports and recognizes each individual as a whole. No matter where you’re from, what you believe, who you love, or how you identify, you are welcomed, respected and supported within the Ulman Community.

About the Volunteer Coordinator Role: As the Ulman Foundation Volunteer Coordinator you will be deeply involved in the delivery of our mission and will be responsible for the recruitment of volunteers as well as the planning, execution, and measurement of all of the volunteer programs that directly serve our patients, survivors, caregivers, and our organization more broadly. In this role you will be a critical connection point between our Ulman teams, the patients, survivors, and loved ones we support, and the rest of our community. Volunteer programs this role is responsible for include:

- our Cancer to 5K program, which helps patients and survivors find community and return to activity post-treatment
- our Ulman House volunteer programs, which include serving dinners, baking cookies, activity nights, and volunteering at our guest services desk
- our annual Holiday Gift Drive, which supports families impacted by cancer
- any volunteering engagements we have in the community or at our events

Ulman House
2118 East Madison St.
Baltimore, MD 21205

ulmanfoundation.org
info@ulmanfoundation.org
410.964.0202

Coordinating volunteer programs does require regular attendance (0-3x per week, depending on the week) at our volunteer events, which generally occur after work or on the weekends. We understand how important personal time is and we both grant and encourage our employees to utilize flexible time off for time spent at these programs outside of normal business hours.

Specific responsibilities of this position include:

Cancer to 5K (CT5K) Program Coordination

- Engage, coordinate with, and support volunteer coaches for all Cancer to 5K teams
 - Develop and execute any necessary trainings or support programs for volunteer coaches
 - Communicate with coaches continuously throughout the year on upcoming deadlines, team check-ins, and questions about program administration and fundraising
 - Coordinate with team coaches around the logistics for all team seasons including:
 - Marketing, recruitment and onboarding of participants
 - Planning and registration for goal races
 - Planning, purchasing and mailing of any gear/swag
- Attend CT5K practices and goal races regularly per schedule defined with the Ulman COO
- Collect data and track relevant information to measure success of program - facilitate reporting for Ulman Foundation leadership and board of directors

Ulman House Volunteer programs

- Coordinate with our Ulman House team, as well as our revenue generating teams, to understand the needs of our Ulman House guests and align volunteering events and opportunities to meet those needs. Regular volunteer events at Ulman House include volunteer dinners, baking cookies, activity nights, and volunteering at our guest services desk

Annual Holiday Gift Drive

- Coordinate our annual holiday gift drive including recruitment of sponsors, identification of families, coordination of connections between the two, and post-gift drive follow-up

Volunteer Program Recruitment & Measurement

- Engage and cultivate relationships with volunteers and organizations interested in volunteering
- Develop and enhance ongoing volunteer communications, outreach, and recognition
- Coordinate with volunteers around the planning and execution of events and activities
- Maintain and enhance our volunteer management system
- Supervise volunteers during volunteer events

Other duties as assigned.

About You: If you have a passion for meeting new people, bringing people together around a shared activity or passion, and doing whatever you can to support patients, survivors, and loved ones impacted by cancer, then this could be a great role for you. To be successful in this role you must be service-driven and have a deep love for ensuring our patients, survivors, loved ones, volunteers and community members have the best experience possible when they participate in our programs or events. To be considered for this role you must have a high school diploma and an understanding or and passion for the Ulman Foundation's mission. Ideally you have experience in customer service, community service, and group program/event/activity coordination.

To Apply: If you are interested, please submit a cover letter and resume to careers@ulmanfoundation.org with "Volunteer Coordinator" as the subject line.