

Volunteer Coordinator – Part Time

Jewish Family & Child Service | Portland, Oregon

Part-time, hourly | Approximately 20 hours/week

\$24-\$28/hour, depending on experience

JFCS is seeking a warm, organized, and dependable part-time Volunteer Coordinator to support and strengthen volunteer engagement across the agency.

Jewish Family & Child Service improves quality of life and promotes self-sufficiency for individuals and families across the Portland metro area. Guided by dignity, belonging, and compassionate support, JFCS helps people feel seen, supported, and connected. From counseling and senior services to emergency aid, food support, Holocaust Survivor Services, community engagement, and volunteer involvement, JFCS provides vital services that strengthen individuals, families, and the broader community.

Position Overview

The Volunteer Coordinator works to support and strengthen volunteer engagement across the agency. This position helps recruit, onboard, schedule, support, track, and recognize volunteers who contribute to JFCS programs, events, client support, and community-based activities.

The Volunteer Coordinator works closely with staff to match volunteers with meaningful opportunities in areas such as senior services, Holocaust Survivor Services, food security efforts, holiday programs, fundraising events, and community outreach. The ideal candidate brings strong communication skills, attention to detail, good judgment, follow-through, and a commitment to confidentiality, dignity, inclusion, and care.

Essential Responsibilities

Volunteer Coordination

- Recruit, onboard, schedule, support, and recognize volunteers for JFCS programs, events, and community activities.
- Match volunteers with opportunities based on their skills, interests, availability, and agency needs.
- Maintain accurate volunteer records, including contact information, availability, assignments, training completion, and volunteer hours.
- Communicate clearly with volunteers regarding expectations, schedules, assignments, and follow-up.
- Help develop and update volunteer role descriptions, onboarding materials, and basic training resources.
- Support volunteer appreciation, retention, and ongoing engagement.

Program and Event Support

- Coordinate volunteer participation for senior programs, Holocaust Survivor Services activities, food security efforts, holiday deliveries, fundraising events, and community programs.
- Assist with volunteer assignments, check-in, communication, and follow-up for events and activities.
- Coordinate with staff to ensure volunteers are prepared, welcomed, and clear about their responsibilities.
- Help ensure volunteer activities are carried out with respect to confidentiality, boundaries, client dignity, and agency values.

Community Outreach and Partnerships

- Support outreach to synagogues, schools, community groups, partner agencies, and civic organizations to help identify potential volunteers.
- Participate in volunteer fairs, outreach tables, and community activities as schedule allows.
- Assist with coordination of shared volunteer training or collaboration with partner agencies when appropriate.
- Help increase awareness of JFCS volunteer opportunities through clear communication and follow-up.

Tracking and Reporting

- Track volunteer hours, assignments, activities, and engagement.
- Prepare basic summaries of volunteer participation and impact.
- Help collect volunteer information for board updates, grant reports, donor communications, newsletters, and social media.
- Identify trends, gaps, and opportunities to strengthen volunteer engagement.

Qualifications

Required

- Strong organizational and communication skills.
- Ability to manage details, schedules, and follow-up.
- Comfort working with volunteers, staff, community partners, and the public.
- Ability to maintain confidentiality and appropriate boundaries.
- Commitment to respectful, trauma-informed, and culturally responsive service.
- Basic computer skills, including email, spreadsheets, databases, and shared documents.
- Ability to work occasional evenings and weekends.
- Ability to travel locally for outreach, events, and volunteer activities.

Preferred

- Experience with volunteer coordination, community outreach, nonprofit programs, or human services.
- Familiarity with databases, spreadsheets, or volunteer tracking systems.
- Knowledge of the Portland nonprofit or Jewish communal landscape.
- Experience working with older adults or diverse community groups.

Core Competencies

- Warm and professional communication
- Strong attention to detail
- Reliability and follow-through
- Relationship-building
- Good judgment and discretion
- Flexibility and problem-solving
- Commitment to dignity, inclusion, and community care

Work Environment and Schedule

This is a part-time, non-exempt position based in Portland, Oregon. Work is to be performed in the JFCS office, with a hybrid schedule possible upon approval. The role requires occasional evening and weekend availability for events, volunteer activities, and community outreach. Some local travel is required.

To Apply

Please submit a resume and brief cover letter to HR@jfcs-portland.org with the subject line **Volunteer Coordinator Application**.

Equal Opportunity Statement

JFCS is an Equal Opportunity Employer and is committed to building a diverse, inclusive, and respectful workplace. We welcome applicants of all backgrounds and identities and are committed to creating an environment rooted in dignity, equity, compassion, and belonging.