



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: employment@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

VOLUNTEER MANAGER

Division: Executive Office

Supervisor: Executive Office Manager

FLSA Status: Non Exempt/ Non Union

Job Mission:

To apply effective volunteer management practices while recruiting high-skill volunteers and interns to increase its operational capacity.

Performance Standards:

1. Interview and onboard all agency volunteers, placing them in appropriate roles based on program needs and their qualifications.
2. Establish evidence-based procedures to engage high-skill volunteers in strategic projects and extend volunteer network to interns and university students.
3. Responsible for all aspects of volunteer management such as but not limited to, tracking volunteer/community engagement and training in cultural humility.
4. Act as liaison for volunteers and interns to secure employment with agency when open employment positions exist that match their qualifications.
5. Develop and adopt a range of recommended volunteer management best practices and equitably based policies.
6. Maintain accurate volunteer records, policies, procedures and standards of service. Fulfill all program reporting requirements.
7. Other duties as assigned by supervisor.

Qualifications:

1. Associate's degree required. Bachelor degree preferred.
2. Previous experience in volunteer management and/or nonprofit preferred.
3. Valid Michigan's Driver's License and access to reliable transportation required.
4. Must be able to meet the physical demands of the job. Ability to work occasional evenings and weekends.
5. Strong interpersonal, verbal, and written communication skills required. Experience with Microsoft Office programs and web-based databases preferred.

Hours & Wage

\$19.44 per hour (minimum)

40 hours per week, 52 weeks per year

Deadline to Apply

Until filled

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Job Title: Volunteer Manager

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	3	
Stand	2	
Walk	2	1/2 hour each day
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	Yes	
Balancing	No	
Squat	No	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
Weight Carried	11-25 lbs	

	Pounds	Comments
Weight Lifted	11-25 lbs	

Date: Jun 17, 2022