

Venice Family Clinic: Volunteer Coordinator

Role Description:

The Venice Family Clinic Ignatian Volunteer will primarily assist with capacity building through volunteer mobilization. S/he will help develop special programs that are managed by the Volunteer Services Department such as Reach Out and Read pediatric literacy program and other programs that incorporate special populations (at-risk youth, retired, veterans, etc.). S/he will develop and process volunteer assignments, recruitment materials, applications, and training materials. The member will help recruit and coordinate volunteer schedules, provide tours of the clinic as needed, and orient all volunteers to policies and procedures. S/he will maintain and coordinate staff/volunteer communication and guide volunteers. In addition to his/her role in the Volunteer Services Department, the Ignatian Member will also be assist by managing our HealthCare Navigator volunteers, which promote and consult with patients regarding the Clinic's Health Education, Health Insurance, and other resources. This aspect of the Member's role will include evaluation and data collection for our programs and potentially assisting with translation services (depending on the Member's language skills).

Although this position is primarily administrative, the ISC Volunteer would have direct-patient contact on a regular basis and the unique opportunity to be involved in every department at Venice Family Clinic.

Skills:

- Bilingual Spanish (preferred)
- Excellent Communication and Interpersonal Skills (required)
- Familiarity with database software (preferred)
- Ability to work independently as well as a part of a team (required)
- Ability to balance and prioritize multiple projects (required)
- Experience in a fast-paced work environment (preferred)
- Highly skills in MS Word, Excel, Publisher, Outlook, and PowerPoint (required)

