



Job Posting: Volunteer Coordinator

Location: Grand Rapids, MI

Type: Full-Time | Occasional evenings/weekends

Salary: \$42,000/year

Reports to: Program Director

About the Role

The Women's Resource Center (WRC) is seeking a compassionate and highly organized Volunteer Coordinator to lead our volunteer program. This position is responsible for recruiting, onboarding, training, and supporting volunteers across several key programs that empower women on their employment journey.

You will work closely with staff, mentors, and community partners to ensure volunteers are engaged, prepared, and aligned with WRC's mission.

Key Responsibilities

- Recruit, screen, and onboard volunteers for various WRC programs
- Coordinate onboarding, orientation, and training
- Develop and implement volunteer recruitment and engagement strategies
- Manage scheduling and communication with volunteers
- Track and report volunteer hours, activities, and program impact
- Lead volunteer recognition and appreciation efforts
- Represent WRC at community events and outreach initiatives

Qualifications

- Experience coordinating volunteers or working in community/nonprofit programs
- Excellent communication and relationship-building skills
- Strong organizational and time management abilities
- Proficient in Microsoft Office; database experience preferred
- Valid driver's license and reliable transportation

Physical Requirements

- Ability to lift up to 30 lbs. (for event or inventory setup)
- Ability to move within program spaces and community locations

To Apply

Submit the following as one document to operations@grwrc.org:

- Résumé
- Brief cover letter
- Three professional references

Questions? Email operations@grwrc.org

Learn more about Women's Resource Center at www.grwrc.org

Women's Resource Center is an Equal Opportunity Employer

Women's Resource Center Mission:

Equipping women to achieve purpose, fulfillment, and financial stability through meaningful employment.