**Dress for Success**: Volunteer Coordinator  
**Location**: Madison, NJ

**Dress for Success Northern New Jersey (DFSNNJ)**, is committed to empower women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life. We aspire to be the leading provider of comprehensive job readiness and career support services in Northern NJ. We will do this in a safe and supportive environment that provides tools and promotes the confidence to allow women to enter and thrive in the workplace and their lives.

As we work to achieve this vision, we are looking to hire a part-time Volunteer Coordinator. The ideal candidate will be responsible for the overall management and support of the Dress for Success Northern NJ (DFSNNJ) volunteer population. They will help to ensure that organizational goals and objectives are met utilizing the staff of unpaid individuals and groups who give their time to the organization.

**Essential Responsibilities:**

- Work with the DFSNNJ staff to identify volunteer needs, including identifying roles, competencies, and required availability
- Maintain all postings of volunteer positions to ensure that they are current on various websites and job boards
- Ensure all volunteers are entered into the volunteer database and hours are tracked according to the standards of Dress for Success Worldwide, as well as tracking of hours for programmatic needs, such as interns and corporations
- Coordinate all volunteer onboarding as well as arrange for scheduled training within the area that they are volunteering (i.e., Boutique, Operations, Mobile, etc.), and inform staff once training is complete and volunteer is ready for assignment
- Design and conduct volunteer evaluations
- Organize and hold 1-2 volunteer appreciation events annually
- Respond to all volunteer requests via email or phone and build relationships for future needs
- Represent the organization at various events where DFSNNJ has an opportunity to recruit volunteers
- Work with the Board of Directors and Staff when high potential volunteers are identified to ensure that these individuals are tracked through the process and receive individualized attention as needed
- Create and update all Standard Operating Procedures (SOP’s), processes, and policies related to the management of volunteers
- Prepare a monthly newsletter submission with content to include information on volunteer opportunities and registration, training schedules, and other relevant topics
- Share in the greeting and assisting of clients to the office

**Qualifications:**

- High School Diploma or its equivalent GED; Bachelor’s degree or certification in related field preferred
- Strong organizational skills
- Proven customer focus and experience in providing a positive, upbeat service environment
- Strong communication skills that enable this individual to work with staff, volunteers, and clients from a variety of backgrounds
- Capable of handling client information in a confidential manner and responding with sensitivity
- Must be able to work well independently but also function seamlessly as a member of a broader team
- Fluency in other languages (Spanish) is desirable, but not required.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)

**To Apply:** All interested candidates, please forward your resume and cover letter to HR_MGR@dfsnorthernnj.org.