



Volunteer Committee Job Description

Chair: Board Member

Number of members: 5-8

The Volunteer Committee oversees growth, retention, safety, and education of all volunteers.

The Volunteer Committee are some specific tasks Volunteer Committee might undertake:

1. Volunteer recruitment
2. Volgistics; Upkeep of volunteer information, classes, waivers, etc.
3. Ensure volunteers log hours their hours to stay active
4. Scheduling and staffing training classes
5. Integrate volunteers into daily shelter operation duties
6. Volunteer newsletter content and adding new volunteers to distribution list
7. Email blasts via Volgistics regarding timely shelter information, help needed, etc.
8. Monitor volunteers email box (volunteers@friendsofbcas.org)
9. Assist in helping staff events and special projects
10. Send evite out for quarterly volunteer meetings
11. Develop new volunteer meet & greets
12. Updating Volunteer Handbook as needed