



Formerly the Richmond Gay  
Community Foundation and the Gay  
Community Center of Richmond

804-622-4646  
1407 Sherwood Avenue  
Richmond, VA 23220  
[DiversityRichmond.org](http://DiversityRichmond.org)

**Position:** Volunteer Coordinator (PT)  
**Reports to:** Executive Director  
**Location:** Diversity Richmond  
Richmond, Virginia

## ORGANIZATION

Diversity Richmond is a nonprofit organization serving the LGBTQ+ community of Greater Richmond since 1999. Our mission is to be the hub of the LGBTQ+ community of Greater Richmond connecting people, partners, and programs in our work as a catalyst, a voice, a place, and a resource. Our programs seek to enhance the lives of LGBTQ+ people through increased connections to support, resources, and a community network. We produce the annual Pridefest that brings thousands of people together and operate the only non-profit LGBTQ+ art gallery in the south. Our facility and event space are used for recovery groups, community meetings, parties, and community celebrations. The community supports our work through Diversity Thrift, Richmond's favorite thrift store.

## JOB SUMMARY

Diversity Richmond is seeking a part-time Volunteer Coordinator to join the Center Staff. The Volunteer Coordinator will manage the volunteer process for the organization. The role will work collaboratively with the full staff team to identify and prioritize key volunteer roles that support the mission of the organization. The position will handle the volunteer engagement process from recruitment to close out. The role supports the relationship between our organization and the community by demonstrating respectful, courteous, and cooperative behavior when interacting with diverse community members, visitors, and other employees.

This ideal candidate is a self-starter who can manage multiple priorities and work in a collaborative team environment. The person is ready to contribute to a positive work environment by treating others with care and respect. The position reports to the Executive Director and works closely with the Center Staff team.

## PRIMARY RESPONSIBILITIES

- Recruit, interview, supervise, and train volunteers
- Manage volunteer application and background check process
- Schedule volunteers for ongoing tasks and special events
- Coordinate large group volunteer opportunities
- Manage volunteer database
- Develop a tracking and reporting system for volunteer hours and activities
- Coordinate volunteer recognition and appreciation events
- Collaborate with Center Staff on special events and projects
- Other administrative duties as assigned

## QUALIFICATIONS & EXPERIENCE

- Previous experience as a volunteer support professional

- Hands-on experience with MS Word, MS Excel and Google workspace
- Experience with database management
- Knowledge of major social media platforms
- Highly organized and able to create an organized and easy-to-follow system for others
- Ability to handle multiple tasks and duties simultaneously
- Independently motivated, with the ability to take on tasks and duties without immediate direction
- Strong organizational skills to coordinate the actions of multiple parties
- Outstanding written and oral communication
- Ability to analyze problems and determine workable solutions.
- A team player with leadership skills
- Willingness to learn new skills and software
- High School diploma or GED plus 2 years of administrative experience preferred

#### **LOCATION & SCHEDULE**

- Diversity Richmond is a hybrid work organization. Center Staff are in the office a majority of the time.
- This is a part-time, hourly position that offers semi-flexible scheduling
- Ability to maintain a flexible schedule including occasional evenings/weekends is required.

#### **COMPENSATION**

- Part-time, non-exempt, 20-25 hours per week
- Hourly Range: \$21 - \$23
- Paid holidays and unlimited leave policu
- Annual professional development support

#### **HOW TO APPLY**

Qualified candidates can apply for this position by submitting a resume, cover letter, and salary expectations by email to [jobs@diversityrichmond.org](mailto:jobs@diversityrichmond.org). Please include the name of the position you are applying for in the email subject line. No phone calls, please.

*This job profile in no way states or implies that these are the only duties to be performed by the job holder. The holder of this position will be required to follow any other instructions or perform other duties as requested by their supervisor. This is not meant to be an exhaustive list of job duties. Essential elements may change if and when necessary.*

*It is the policy of Diversity Richmond to provide equal employment opportunity to all employees and applicants without regard to race, color, religion, sex, age, national origin, height, weight, marital status, sexual orientation, gender identity/expression, HIV/AIDS status, political affiliation, veteran status, familial status, disability status, or a Vietnam-era or special disabled veteran, or other legally protected status in accordance with state or federal law. The policy applies to recruitment, hiring, training, promotion, transfer, compensation, benefits, and all other aspects of employment.*

*At Diversity Richmond we believe that diversity is a strength, and that services for LGBTQ+ people need to be relevant and responsive to the needs of those most marginalized in our communities. Therefore, we strongly encourage applications from people with marginalized identities. Diversity Richmond conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks.*