



Company: Prevent Blindness Wisconsin

Job Title: Volunteer Coordinator

Job Location: 731 N. Jackson Street, Suite 405, Milwaukee, WI 53202

Type of employment: Full-Time

Organization Overview: Founded in 1958, Prevent Blindness Wisconsin improves the lives of children, adults and families through early detection of eye conditions to prevent blindness and preserve sight. On-going vision screening activities and state-wide public health education lead to a lifetime of healthy vision. Our vision is for each Wisconsin resident to have healthy vision at every stage of life.

Each year, our certified volunteers and partners provide Children's Vision Screenings to more than 261,000 children statewide in schools, daycares, preschools and Head Start sites. Together, we help ensure that children have the healthy vision they need for success in the classroom and in life.

Position Summary

The primary role of the Volunteer Coordinator is to identify, recruit, engage and recognize volunteers and volunteer groups for Prevent Blindness Wisconsin. The position requires a commitment to our vision health mission, excellent organizational skills, and the dynamic energy to grow and sustain our volunteer/partner base by networking with key community organizations and agencies and working cooperatively with volunteers, donors and sponsors. This full-time position is based at the Prevent Blindness Wisconsin office in downtown Milwaukee.

Key Job Responsibilities

- Increase our volunteer/partner base through networking, relationship building, social media and other promotion.
- Identify, create and support preschool vision screening partnerships and volunteer groups, primarily in Greater Milwaukee, Racine, Madison, and the Fox Valley.
- Recruit community volunteers to coordinate community-based screening groups and provide preschool and school-based vision screenings in their communities.
- Schedule and conduct volunteer recruitment presentations for local community groups.
- Assist in grant planning, implementation, and reporting.
- Recruit, plan, and execute corporate volunteering program for corporate sponsors and partners.
- Develop and implement volunteer recognition to build volunteer engagement.

- Track volunteer applications and conduct background checks.
- Coordinate, promote, and present Certified Vision Screener trainings for volunteers.
- Recruit, interview, onboard, and manage office volunteers and university interns.
- Other duties as assigned.

Qualifications:

- Bachelor's degree.
- Dedication to the Prevent Blindness Wisconsin mission *to prevent blindness and preserve sight*, particularly including a passion for children's vision health.
- Resourceful and engaging self-starter who can network with key community organizations, schools and individuals to recruit and engage new volunteers.
- Experience working with volunteers, including recruitment, recognition, engagement and support, is preferred.
- Highly organized with the ability to see the big picture, prioritize multiple tasks, follow through, and meet deadlines.
- Attention to detail.
- Excellent oral and written communication skills, including ability to speak and write persuasively about the Prevent Blindness Wisconsin mission.
- Proficient in MS Office, social media, and web-based scheduling tools.
- Trustworthy, reliable, and flexible team player who can both work independently and support team programs.
- Driver's license, car insurance and reliable automobile. Ability to travel throughout the state and to work some nights and weekends as needed.
- A background check is required.

To Apply: Submit a resume, cover letter and three references via email to Breanna Overesch at breanna@pbwi.org. Applications received by Tuesday, August 7, 2018 will receive priority consideration.
