

Richmond University Medical Center

Volunteer Coordinator

Richmond University Medical Center's volunteer program enables individuals an opportunity to work alongside hospital staff in various roles to help the hospital accomplish its mission: to provide the best care possible for all of its patients and deliver the highest quality care for the residents of Staten Island.

The Volunteer Coordinator will report to Richmond University Medical Center's Public Relations and Marketing Department team. The Coordinator will be responsible for the administrative duties for the volunteer program including, but not limited to, the recruitment, screening, and placement of potential volunteers throughout Richmond University Medical Center and the Richmond Health Network.

Candidates will work in a hospital setting and interact with executive leadership, medical staff, and supporters of the hospital. Business casual attire is required.

Primary Responsibilities:

- Work with departments to draft enticing volunteer job descriptions for recruitment of volunteers.
- Conduct initial interviews with potential volunteer candidates to assess candidates for possible placement.
- Connect potential volunteer candidates with departments for one-on-one interviews.
- Manage the on-boarding of accepted volunteers utilizing the Symplr system training will be provided .
- Act as a touch point for volunteers during their service time to address questions or issues that may arise.
- Conduct exit interviews with volunteers to collect feedback and identify areas for improvement.
- Attend community outreach events to promote the program.
- Assist the department in the creation of volunteer recruitment materials ads, flyers, etc.

Minimum Qualifications:

- Available to volunteer for a minimum of 3 days a week Mon.-Fri. , 3-4 hours each day.
- Proficient in Microsoft Office, especially Microsoft Word and Excel.
- Comfortable with speaking on the phone.
- Previous experience with volunteers a plus, but not a requirement.
- Weekend and evening flexibility a plus.
- If offered the position, candidates must pass a physical exam and drug screening with their personal health care provider and produce confirming documentation.

Location: Richmond University Medical Center, 355 Bard Avenue, Staten Island, NY, 10310.