



St. Vincent De Paul Green Bay seeks a dynamic **Volunteer Program Manager** who will be responsible for the orientation/training, placement, supervision and recognition of the volunteer staff of the organization. The Volunteer Program Manager will work closely with other managers to determine their staffing needs and place volunteers or program participants accordingly.

Main Job Tasks and Responsibilities:

- \* Intake, orient and schedule new volunteers and program (i.e., DVR, FSC, workmen's comp) participants and find suitable volunteer job placements at the thrift stores or in offices
- \* Work with staff and store managers in meeting their staffing needs
- \* Provide ongoing support and recognition for volunteers; monitor their satisfaction and success
- \* Track volunteer hours and complete any documentation required by schools or other programs
- \* Address concerns and questions of volunteers or program participants as they arise; reassign volunteers if needed
- \* Give tours to church/school groups, businesses and community agencies and setting up experiences for one-time volunteer groups
- \* Represent SVdP-GB at community and college volunteer fairs or agency fairs
- \* Recruit volunteers for special events as needed

The ideal candidate will have B.S./B.A. with 3-5 years' experience in nonprofit management, volunteer management, or any similar combination of education and experience; be proficient with Microsoft 365 programs and have knowledge of databases; have effective communication skills, including receiving and providing feedback, engaging teammates and volunteers in respectful and professional manner; have a high level of organization, self-direction; and strong interpersonal relationship and cultural awareness skills.

This is a full-time, salaried position with health/dental/vision/disability insurance benefits, PTO and IRA.

To apply, send a resume/cover letter/references to [kathyc@svdpgb.org](mailto:kathyc@svdpgb.org) or mail to:

Kathy Cornell, Human Resources,  
St. Vincent De Paul,  
1529 Leo Frigo Way Green Bay, WI 54302

Deadline to apply is June 21.