Title

VS Regional Volunteer Screener

Purpose
Gathers relevant information about prospective volunteer candidates while assessing which position(s) volunteers are best suited for.

Key Responsibilities
- Schedule and conducts volunteer screenings over the phone with prospective volunteers.
- Prepares for each screening interview (i.e. reads a candidate’s application and the corresponding position description they are applying for).
- Matches volunteers to position for which they are best suited, based on skills, interest, availability, and available options.
- Updates Volunteer Connection, our online volunteer management system, with candidate information, and makes referrals as required.

Time Commitment
Approximately 8 hours per week, working remotely and/or on-site

Qualifications
- Enthusiastic about Red Cross mission and programs
- Ability to work with computer database (training provided)
- Excellent verbal and written communication skills
- Comfortable making phone calls to volunteers
- Previous experience with customer service is a plus

Training
- Orientation to the American Red Cross
- Online training provided by a virtual team in Volunteer Intake and Screening processes and procedures
- Volunteer Connection Orientation

Length of Appointment
6 months, renewable

Development Opportunities
- Opportunity to work in a fast-paced professional environment
- Develop interview skills
- Enhance communication skills
- Resume-building experience

Apply for Position
Begin application at [http://www.redcross.org](http://www.redcross.org)