



POSITION VACANCY

**Volunteer Coordinator – Volunteer Montgomery**

Montgomery County, Virginia

#520206-2

The Montgomery County Human Services Department has a full-time opening for a **Volunteer Coordinator with Volunteer Montgomery**. We are seeking a qualified candidate to join our dynamic team in our mission to provide volunteer opportunities in our community. The essential function of the position is to assess community needs and identify, engage, and recruit potential volunteers and work stations. This position will attend local community functions and work closely with the Advisory Council to conduct fundraising and marketing activities so that the program may offer a variety of outreach programs in the community.

Associate's Degree and four years of related experience preferred. The successful candidate must demonstrate the ability to develop long-standing relationships, serve as a driving force for marketing efforts, and gather data for performance measures. Candidate must possess excellent oral and written communication skills.

Starting salary \$42,027; dependent on experience and qualifications, plus excellent benefits (health, dental, vision, Virginia Retirement System, 401 & 457 retirement options, optional benefit plans, onsite clinic, wellness program, public sector loan forgiveness, and much more). Qualified candidates should submit an online application with a resume and cover letter at [www.montgomerycountyva.gov/hr](http://www.montgomerycountyva.gov/hr). This position will be **open until August 22, 2025**. To request an application accommodation for disabilities, contact Human Resources at 540-394-2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.

