



DelftMaMa Job Description: Volunteer Coordinator

Job Title: Volunteer Coordinator Human Resources Support (currently) un-paid

Job Location: Delft, and surrounding area

Full / Part Time: Part-Time (4-6 hrs/week)

Regular / Temporary: Regular

Closing Date: Rolling applications accepted

About DelftMaMa

DelftMaMa stands for Delft Maternity And Motherhood Assistance. It is a non-profit organization promoting the well-being and integration of international mothers-to-be and mothers of young children (0-12 years old) in and around Delft, The Netherlands.

DelftMaMa is an organization for international families in Delft and the surrounding areas that has coordinated **over a decade** worth of events, workshops, playgroups, and meet-ups in Delft. **Founded in 2007**, DelftMaMa reaches thousands and offers information, support, community and events through a strong and constantly evolving network of kind, devoted and active members who are working toward inclusion and want to make Delft their own and their families' new home.

There is huge opportunity for this organization to grow, and we are seeking passionate and energetic people to join our team and grow with us.

Position Summary

We are looking for someone who can coordinate our volunteers and recruitment process. Delft MaMa currently has 60+ volunteers, with differing levels of commitment. We need a great communicator and listener to help maintain our current volunteers and help us attract the new talent we need to maintain and grow the organization.

Job Duties & Responsibilities

- Actively recruit new volunteers to our organization - via social media channels, volunteer portals and networking
- Be available for contact by volunteers and help to ensure they are satisfied with their volunteer experience at Delft MaMa
- Maintain the Delft MaMa LinkedIn page with content as well as announcements of open positions
- Review applications and undertake interviews with new potential volunteers
- Establish policies and record keeping practices relevant for human resource purposes - including intake process, exit interviews
- Regularly update the volunteer database and ensure information remains confidential
- Strategize for human resource growth and management within Delft MaMa
- Report directly to the DelftMaMa Chairwoman and work closely with the members of the Board, the Webmaster and the Communications Coordinator

Requirements

- You are respectful and possess cultural awareness and sensitivity. You are moreover compassionate, enthusiastic, proactive and pragmatic, and capable of problem solving with diplomacy
- You have good interpersonal and organisational skills along with great communication skills
- You have experience with human resources or relevant domains- relevant experiences will be considered an asset

So what's in it for me?

Although there's currently no financial benefit associated with taking on the extra responsibility of being a **Volunteer Coordinator**, there are some tangible benefits:

- Skill up interpersonal and related communication skills
- Overseeing our volunteers means that you become a key communicator and player in DelftMaMa – and this will only increase as the importance/influence and impact of the organization increases.



- You're empowered to make decisions about how our recruitment strategy develops – which gives you both influence and responsibility.
- We are supporting putting this volunteer position on your LinkedIn profile, and you will get an excellent recommendation after a 3-month trial period.

Thank you for your application. Please email your CV and cover letter to hr@delftmama.nl