



Volunteer Coordinator

This position reports to the Director of Marketing and Communications and is responsible for the organization, facilitation and recruitment of all volunteers. Key elements are providing a welcoming sense of community and appreciation for volunteers, maintaining an up-to-date volunteer schedule, and working with staff to ensure all volunteer needs are met. The position includes some early evening and weekend hours. A criminal background check and drug test is required.

DUTIES AND RESPONSIBILITIES

- Serve as primary point of contact for all volunteers;
- Training/orientation of all volunteers on projects and procedures (safety and volunteer);
- Track, update, and analyze volunteer information, including volunteer hours;
- Recruit prospective volunteers through volunteer fairs, network events, school outreach, etc.;
- Coordination of volunteer groups, which would include communication, logistics, welcome/tour, etc.;
- Work with staff to ensure that all volunteer needs are met on a daily basis, as well as for special events, August shopping rush, program support, etc.;
- Oversee Volunteer-to-Shop program (post volunteer events, track volunteer certificates and verify teacher eligibility to volunteer to shop);
- Coordinate and host volunteer appreciation events (Annual Volunteer Appreciation Celebration and End-of-Year Potluck Picnic Celebration);
- Work alongside Development Team to assist with all fundraising events/programs;
- Develop and distribute monthly volunteer newsletter;
- Develop and maintain volunteer budget; and
- Serve as ambassador of the organization;

REQUIREMENTS:

The Volunteer Coordinator is a full-time position that reports to the Director of Marketing and Communications. A minimum of a Bachelor's Degree is required. In addition, 1 - 2 years of related work experience is preferred. The ideal candidate will:

- Be self-motivated and detail-oriented;
- Have excellent oral and written communication skills;
- Be able to multi-task with changing priorities;
- Be able to work independently and as part of a team;
- Have customer service experience;
- Have strong interpersonal skills;
- Have reliable transportation to and from work;
- Be proficient with Microsoft Office; and
- Be physically able to lift up to 30lbs.

***For consideration, please email a resume and cover letter to Adam Fischer,
Director of Finance/Administration, afischer@crayons2computers.org.***