

SOUND LEARNING VOLUNTEER POSITION

VOLUNTEER COORDINATOR

ORGANIZATION: Sound Learning is a dynamic community-based educational organization offering innovative and high quality basic skills (reading, writing, math, GED prep, High School Diploma program for adults & computer literacy skills) and ESOL (English for Speakers of Other Languages) programs to adult learners 16 years old and above in Mason and Thurston Counties. We work with trained community volunteers to provide 1:1, small group, and classroom-based instruction. We are committed to learner-centered education that addresses the realities of participants' lives and is based on a collaborative model.

THE POSITION: We are looking for a volunteer to act as our **Volunteer Coordinator** to recruit and manage volunteers. The responsibilities of this position include: Source and recruit volunteers through various techniques (databases, website, e-mail, social media etc.), collect information on availabilities and skills, produce schedules for activities, and assign responsibilities to the right people for special events, coordinate teams of volunteers for large-scale events. Communicate frequently with volunteers to ensure they are satisfied and well-placed, disseminate information for upcoming actions and events, working with the Administrative Assistant, keep detailed records of volunteers' information and assignments, and ensure the organization's mission is clearly communicated.

DESIRED QUALIFICATIONS: Ability to donate time to the organization. Outgoing, positive person that enjoys working with people. You must possess very good organizational skills and an ability to communicate with people from diverse backgrounds and experiences. Proven experience as HR director, employment recruiter or similar position, experience in volunteering, experience in connecting with people through various channels, team coordination abilities and the ability to work as a team member.

COMMITMENT: Volunteers are asked to commit to helping for 2 – 3 hours per week at the Sound Learning office located in downtown Shelton.

For more information or an application, please stop by our office, email director@soundlearning.co or call 360-426-9733.

Thank you for your interest in volunteering with Sound Learning.

Sound Learning Board of Directors

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