

SOUND LEARNING: VOLUNTEER COORDINATOR POSITION

Position Overview: The Volunteer Coordinator will conduct a range of activities focused on recruitment, screening/intake, orientation & general training, placement and coordination/support of volunteer tutors for Sound Learning's programs in Mason and Thurston Counties. This is a part-time position; 20 hours per week.

Duties and Responsibilities

- Coordinate the volunteer program to meet the needs and activities of the agency.
- Use a variety of methods to recruit volunteers for both tutoring and other roles.
- Interview, screen and orient potential volunteers and arrange for training
- Schedule, supervise and support volunteers involved in roles other than tutoring.
- Maintain volunteer files. Manage and maintain data collection and reporting systems. Collaborate with the Admin Assistant in data collection. Collaborate with Director and Managers to create reports about volunteers as needed.
- Plan and carry out recognition activities for volunteers
- Arrange for on-going tutor training and evaluation
- Represent the agency and build partnerships with other members of the public, businesses, and groups
- Collaborate with Director and staff to plan presentations and special events, and participate and represent the organization in these activities (example: Annual meeting or cultural exchange).
- Write and disseminate electronic communications such as Facebook, Constant Contact (e-newsletter), and the agency website, particularly regarding the volunteer program.

Qualifications

- Minimum Education: HS Diploma; more than 1 years' experience in customer services, marketing or advertising.
- Ability to interact effectively with people.
- Excellent communication: written and oral, including group meetings and presentations.
- Ability to work accurately and efficiently within established guidelines.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Proficient with computer skills including MS Office software, online networking platforms, and online meetings platforms such as Zoom.
- Valid Washington State Driver's License, proof of auto insurance and a successful WA State Patrol background check.

Reports to: Executive Director

Compensation:

- Hourly wage: Depending on Experience
- Flexible schedule including a mixture of remote and in-office time