



“Volunteer” Volunteer Coordinator Part Time volunteer position

Expected Work Hours: average of up to 10 hours weekly and additional hours based on seasonal and special events

Volunteer Coordinator will work under the direction of the Executive Director.

Responsibilities will include but are not limited to:

- Recruit volunteers using a variety of methods including LeMoyne Arts website, social media, networking, email, text, online promotions, word of mouth, etc.
- Talk with volunteer prospects to explain available assignments, programs, and answer questions
- Review and process volunteer applications; applications are submitted online
- Screen, interview and select applicants for volunteer program
- Ensure that volunteer liability waivers are signed and filed
- Coordinate training and supervision of volunteers
- Create and manage volunteer database
- Collect information on volunteer’s qualifications and skills
- Assign volunteers based on program needs and volunteer’s availability, interest, skills, and abilities
- Schedule volunteers and track service hours
- Provide feedback to volunteers including, as needed, corrective action
- Recommend termination of participation, as appropriate
- Maintain ongoing communication with volunteers
- Assist administration with award and recognition activities for volunteers
- As requested or required, provide documentation of volunteer service hours
- When an organization or club is providing volunteers, serve as the liaison with the organization.
- Monitor and respond to inquiries and incoming messages via email, phone, social media, and other channels regarding volunteer program
- Develop and maintain a roster of volunteer assignments and opportunities
- Provide input to administration re: maintenance, expansion, enhancement and changes to volunteer program



- Conduct an annual review of this job description with administration and update as appropriate

Desirable Attributes

Dependable

Detail Oriented

Organized

Good computer and data management skills

Good communicator, verbal and written

Flexible and resourceful