

Volunteer Coordinator

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Reports to: President

Date: 03/07/12

Position Summary

Oversees the distillation of information from Membership regarding members volunteer preferences and availability and utilizes that information to secure volunteers from both Alumni and General Membership for various needs throughout the year. Works closely with Membership, Programs, Communications and Fundraising to best address volunteer needs as pertains to RECPTA and the furthering of its goals of community building. Oversees small groups and their formation.

Essential Functions

- Works closely with Membership to create a volunteer database.
- Attends general meetings and assists in filling open volunteer opportunities within the general and alumni membership by physically soliciting opportunities
- Regularly publishes volunteer opportunities to general and alumni membership.
- Utilizes a variety of methods for contacting and confirming volunteers
- Maintains record of volunteers
- Assists Membership, Programs, Communications, and Fundraiser roles when needed by “staffing” volunteer slots
- Attends board meetings to help discern upcoming volunteer needs/opportunities
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Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Ability to match volunteer skill and commitment level with available positions. Ability to work in a fast-paced, high-energy environment and produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for assisting in database

compilation. Attendance at board meetings and general meetings is a requirement of the position. Approximate time commitment: 6 hours a month.