



POSITION DESCRIPTION

Position Title: Volunteer Coordinator **Incumbent:** Vacant
Employment Type: AmeriCorps VISTA **Reports To:** Programs Director
Department: Programs **Updated:** April 2017

826DC provides academic support and arts education to more than 4,500 under-resourced children in the District of Columbia through creative writing workshops, field trips, afterschool tutoring, literacy support, and student publishing opportunities. Our services are structured around our belief that great leaps in learning can happen with one-on-one attention and that strong writing skills are fundamental to future success.

The Volunteer Coordinator serves as 826DC's brand ambassador for various constituents outside of the organization: volunteers, community partners, interns, and others. This position requires both external facing interaction with our volunteer consistencies and behind-the-scenes management of systems and databases. This position requires an ability and desire to enthusiastically recruit and retain volunteers as well as database management and an attention to administrative detail. This is an excellent opportunity to work closely with a Programs Director to learn all aspects of volunteer engagement and brand ambassadorship with an established organization.

POSITION RESPONSIBILITIES

Volunteer Cultivation

- Schedule and implement volunteer orientations on-site and off-site.
- Attend recruitment fairs and actively recruit volunteers from diverse backgrounds.
- Serve as the first point-of-contact for volunteers interested in 826DC, and as the support point-of-contact for volunteer engagement in 826DC programs and projects.
- Move volunteers through the onboarding process, or redirect their engagement to other core support areas.
- Implement DEI best practices in volunteer recruitment and training.

Volunteer Engagement

- Collaborate with programs staff to schedule and engage volunteers.
- Facilitate volunteer appreciation and recognition events both on- and off-site.
- Engage volunteers in a frequent, friendly, and supportive manner.
- Send weekly volunteer newsletter.
- Send weekly program-specific volunteer newsletter, as needed.
- Support and co-lead all volunteer trainings and information sessions and, where necessary, work alongside program staff to create and execute trainings.
- Facilitate a sustainable and diverse volunteer base.

Program Administration

- Ensure that volunteers follow rules and guidelines for participation.
- Support volunteer clearance/background check process, and follow standard procedures for clearance expiration notification.
- Collect relevant evaluation data, including but not limited to: administrate 826DC volunteer feedback surveys, track and analyze volunteer time contribution.
- Administrate volunteer database.
- Cultivate and steward 826DC interns, including supporting the intern program, onboarding, training, and recruitment.

Miscellaneous:

- Work closely with the staff of 826 National, as assigned.
- Provide other services as reasonably requested.

Preparation and Knowledge:

- Proficiency in Microsoft Office.
- Database management (Salesforce) experience a plus.
- Excellent verbal and written communications skills with people of diverse backgrounds.
- Proven ability to organize and prioritize work.
- Proven ability to work independently with little supervision.
- Excellent interpersonal skills.

QUALIFICATIONS

Education: Associate or bachelor's degree from an accredited college/university required.

Special Training/Skills: Excellent leadership and people skills with experience working collaboratively in a team environment with a diverse group of people. Possess personal qualities of integrity, credibility, strong moral ethics, and a commitment to the mission and goals of 826DC. Be a strategic and creative thinker.

Licensure/Certifications: None.

Physical and Mental Demands: While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: While performing the duties of this job, the noise level in the work environment is usually moderate.