

Volunteer Coordinator Duties for Full-time AmeriCorps Member Positions (5)

Five AmeriCorps positions with a major focus on volunteer coordination are available for the 2010 – 2011 program year. A list of duties is as follows:

In addition to serving as a part-time literacy tutor, this position will:

- Serve as a liaison between AmeriCorps members at school sites and the Volunteer Program of the non-profit *Partners In Education* to develop the school's volunteer program.
- Contact volunteers by phone and email to determine interests, availability, and geographic preference.
- Assist volunteers in navigating the screening process (livescan fingerprint, TB test) of entering a school.
- Assist with training volunteers to be ready to serve in a classroom or non-profit organization.
- Help develop and maintain relationships with volunteers.
- Track volunteer commitments, contact information, non-profit and school requests, and completed volunteer hours in a database.
- Follow up with volunteers and sites to evaluate volunteers and activities.
- Present to businesses and non-profit/school staff to increase participation in volunteer recruitment program.
- Take photos of volunteers in the field.
- Design and maintain systems of recognition and thank you for volunteers.
- Outreach to businesses and service groups about group projects.
- Internet research to identify potential businesses/nonprofits to involve in our efforts.
- Assist with outreach via social media tools and online volunteer sign up sites.
- Assist with newsletter production and distribution.
- Assist with major volunteer events, such as career days, career fairs, mock job interviews, and volunteer recruitment events at local colleges.
- Prepare reports on volunteer involvement and school use of volunteers.