



Children's TherAplay

The Children's TherAplay Foundation, Inc.

Job Description – Temporary Volunteer Coordinator

TITLE:	TEMPORARY – Volunteer Coordinator
STATUS:	Hourly (20 per week)
REPORTS TO:	Executive Director
POSITION SUMMARY:	The Volunteer Coordinator primarily focuses on the coordination of both individual and corporate/group volunteers.

PREPARATION AND KNOWLEDGE:

- Proficiency in Microsoft Word, Excel
- Experience in volunteer coordination preferred.
- Excellent verbal and written communications skills.
- Excellent time management and communication skills.
- Demonstrate organizational skills and attention to detail.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.
- Ability to represent the organization in a professional manner at all times.
- Ability to shift priorities quickly and multi-task in a fast-paced environment.
- Excellent interpersonal skills.

PRIMARY RESPONSIBILITIES

Volunteer Coordinator:

- Answer inquiries from individuals, corporate groups, and United Way regarding volunteering.
- Schedule volunteer tour/orientations and training.
- Keep volunteer information packets up to date.
- Utilize online volunteer sign-up to fill all weekly volunteer slots.
- Track hours and write confirmations if requested by volunteer.
- Engage frequently with volunteers, ensuring they feel welcome.
- Coordinate staff's volunteer requests.
- Prepare a schedule and tasks for corporate groups.
- Assist Event Coordinator with coordinating individual and volunteers for any fundraising events.

Interested candidates should contact Katie Stratman, Volunteer Coordinator, by email:

kstratman@childrenstheraplay.org