Job Description: Volunteer Coordinator

Role: Volunteer Coordinator

Reports to: Booster Board and Directors

Term: 1 Year.

Role Objective

The Volunteer Coordinator's primary objective is to network with existing and new parents to learn their skills and interested areas to assist/volunteer. The coordinator strives to help the band succeed.

Key Responsibilities

The primary objectives for the role involve gathering and coordinating information from potential volunteers:

- **Volunteer Recruitment & Placement**
  - Network with existing and new parents to learn their skills and interested areas to assist/volunteer.
  - Interview parents to gather information on their names, professions, how they feel they can help, and the times that are best for them to volunteer (e.g., weekends only, irregular at nights, or third shift).
  - Help volunteers find the position(s) that fit their skill set.
  - Assist as a contact for Committee Chairs to help find volunteers.
- **Information Management**
  - Obtain contact info for others they recommend, with confirmation that it is okay to be contacted.
  - Determine the preferred contact method, such as email, text, or phone.
  - Note that Committee Chairs will typically find their own volunteers, but they can be assisted by the Volunteer Coordinator with a mass email to the general booster membership if needed.

Qualifications & Skills

- **Interpersonal & Communication Skills**
  - Great rapport and interpersonal skills (Motivational).
  - Effective oral and written communication skills.

    - Excellent interpersonal and coaching skills.
- **Organizational & Analytical Skills**
    - Excellent organizational skills.
    - Gather and analyze information skillfully.
    - Resourcefulness and initiative.
- **Experience**
    - At least 1 year experience with CHS band as a parent and a volunteer.