

Racial Unity Team

Volunteer Coordinator Position Description

The Volunteer Coordinator's responsibilities include responding to inquiries from prospective volunteers, keeping a record of new volunteer information and skills, matching new volunteers to opportunities that suit their skills, and keeping all volunteers informed of new opportunities within the organization.

Volunteer Coordinator Responsibilities:

- Recruiting and placing new volunteers in suitable committees or projects.
- Collecting volunteer information, availability, and skills, and maintaining up-to-date records.
- Using marketing tools such as outreach programs, e-mails, and volunteer databases.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skills, and ensuring they understand their responsibilities and receive the proper guidance.