



## **VOLUNTEER COORDINATOR VOLUNTEER DESCRIPTION**

Westcott Cemetery Association needs your help. As the lead Cemetery Volunteer, you will mainly be responsible for managing the volunteers working in the Historic McDaniel Street Cemetery on behalf of the nonprofit Westcott Cemetery Association, Inc. Your responsibilities include actively participating in the Cemetery clean up, training, scheduling and supervising selected volunteers for cleanup in the Cemetery. You will also work closely with the Association board liaison to provide volunteer information and skills for the Association's volunteer database.

### **Duties and responsibilities**

- Create a safe working environment
- Arrange for training when needed
- Develop and manage schedules for weekend cleanups activities
- Assign responsibilities for individuals and groups
- Ensure waivers are signed and time sheets turned in
- Communicate frequently with volunteers and board representative
- Evaluate volunteers' work
- Give constructive feedback to volunteers as well as to the Association board liaison

### **Volunteer Coordinator requirements and qualifications**

- 5+ years of volunteer
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- Enthusiasm for the mission