



Job Description—Volunteer Coordinator

Purpose of the Position: To recruit, train, and manage volunteers for programs of El Buen Pastor Latino Community Services, for the mutual benefit of program participants, volunteers, and the community.

Responsibilities and Tasks

1. Afterschool Program Support
 - a. Create and maintain list of volunteer tutor and student pairings.
 - b. Manage participant and volunteer sign-in process.
 - c. Supervise volunteer tutors and enrichment volunteers.
 - d. Work with Afterschool Program Coordinator to plan, schedule, and supervise daily activities for elementary groups (including but not limited to snack, enrichment, free play, and tutoring).
2. Volunteer Management
 - a. Manage recruitment of and communication with three categories of volunteers: (a) community volunteers, (b) college students, and (c) families of our tutoring students.
 - b. Maintain volunteer records.
 - c. Develop and maintain a list of current volunteer opportunities.
 - d. Collaborate with tutoring staff to design and implement volunteer training.
 - e. Create and maintain volunteer information packets and volunteer registration documents.
 - f. Work with Winston-Salem Forsyth County Schools to obtain clearance for all volunteers.
 - g. Manage partnerships and scheduling of volunteers for community vegetable garden.
3. Community Relations Support
 - a. Visit churches and other community groups to recruit volunteers.
 - b. Interact with and build relationships with all volunteers.
 - c. Respond to prospective volunteer inquiries and lead tours for visitors and prospective volunteers.
 - d. Help with translation and interpretation tasks as needed.

Qualifications, Skills and Abilities

1. Strong written and oral communication skills in English and Spanish.
2. Bachelor's degree.
3. Proficiency with MS Office and various web browsers, and the ability to learn new software quickly.
4. Enjoyment of meeting people and strong interpersonal skills.
5. Interest in supporting our community values.
6. Preference will be given to bilingual candidates with experience living and/or working in cross-cultural settings.

Relationships

1. Works under the supervision of the Director of Operations.
2. Collaborates with the Executive Director, Afterschool Program Coordinator, and other program staff.

Hours

20 hours/week, Monday through Thursday, 12:30 p.m. until 5:30 p.m.