



## Part-Time Volunteer Coordinator

The Children's Development Academy seeks a detail-oriented, welcoming, and focused volunteer coordinator to be responsible for our comprehensive volunteer program. The volunteer coordinator's responsibilities include scheduling and organizing service opportunities with volunteers, maintaining the online database of volunteer information (Golden), matching volunteers to CDA needs that suit their age and skill, making sure volunteer registrations are complete, and scheduling volunteer service projects onto the school's online calendar.

A successful volunteer coordinator should be meticulous about keeping records across multiple platforms and communicating with CDA staff and volunteer participants. This onsite position is 65% administrative office work (Golden database, scheduling, emails, & phone calls) and 35% in-person interaction with volunteers.

### Volunteer Coordinator Responsibilities:

- Matching volunteers to opportunities that suit their age & skill sets, and ensuring they understand their responsibilities and receive the proper communication about volunteer expectations.
- Following-up with volunteers prior to their service with additional notes, welcoming volunteers, checking-in, giving direction, and supervising volunteers.
- Adding all volunteer service dates and details to the School Online Calendar and communicating updates with the CDA Staff.
- Scheduling volunteer service projects and cross-referencing dates and times with the Annual School Events Calendar to avoid scheduling conflicts.
- Collecting volunteer availability, missing information, and maintaining an up-to-date database.
- Compiling notes and participation data following volunteer service.

### Requirements:

- 1-2 years of experience as a volunteer coordinator, or 2-3 years of job experience with nonprofit administration, volunteer programs, team and/or organization leadership.
- A Bachelor's degree.
- Availability to work one weekend a month and/or for special events and trainings.
- Ability to sit or stand for extended periods. Ability to lift 30 lbs. and transport such weight from one location to another.

### Skills Needed:

- Working knowledge of databases.
- Excellent communication and interpersonal skills, warm demeanor, and ability to remain calm and professional when dealing with the public and/or with difficult situations.
- Excellent organizational and planning skills, strong multi-tasking and administrative skills.

- Proficient in Google Workspace and Microsoft Office, and excellent phone and email communication skills.
- Ability to work well with a diverse group of staff and volunteers.

**General Job Duties:**

- Serve as primary point of contact for all requests to volunteer/collaborate including, telephone, voice mail, email, and written requests, respond in a timely manner.
- Recruit, communicate with, and schedule all CDA volunteers including, but not limited to, volunteers for classrooms, school activities, and fundraising events and facilities/weekend activities.
- Work with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Research and enhance opportunities to leverage volunteers throughout the building.
- After scheduling volunteers, communicate with school staff and administration, and follow up with volunteer prior to their service date.
- On day of service, meet and greet volunteers, escort them to their location and introduce to staff.
- Work with Center Staff and Advancement Team to create a positive environment for volunteers to feel impactful and appreciated.
- Communicate with individuals and groups who were past volunteers to return to volunteering at CDA as allowed with Covid accommodations.
- Provide tours of CDA, including a brief overview of our program to new volunteers to encourage better support and understanding.
- Collaborate with the Literacy Coach, Events Coordinator, and Director of Development for various volunteer projects.
- Collaborate with CDA staff and Advancement Team in developing and maintaining a comprehensive list of involvement opportunities throughout the organization for individual and group volunteers and collaborative partnerships.
- Develop and maintain complete and accurate records including volunteer policies, procedures, position descriptions, standards of conduct and, where applicable, criminal background checks.
- Develop and provide to management weekly reports on all individual and group volunteer activities to include number of volunteers, time of events, and in-kind contribution value of service.
- Attend volunteer meetings. Report to staff on volunteer activities as needed.
- Work with the Facility Manager to order, prep, and organize volunteer supplies and maintain the volunteer storage area stocked.
- Additional duties as assigned.

**Hours:** 20 hours per week and one weekend per month

**Pay:** \$15/hour

**To Apply:** Email a copy of your resume to Director of Advancement Sheila Sillitto at [ssillitto@cdakids.org](mailto:ssillitto@cdakids.org).