

Volunteer Job Description

Title:	Volunteer Coordinator
Report to:	Executive Director
Trained by:	Executive Director
Shift:	3-6 hours per week
Schedule:	Work at your own schedule, with occasional visits to the Center during open hours
Minimum Commitment:	1 year

Job Summary: Communicate the needs of Center staff to volunteers. Make sure each Diversity Center project or event has the required number of volunteers, and that each volunteer feels both welcome and appreciated. Process new volunteer applications, and be able to match the abilities/interests of volunteers to specific events, projects, and/or jobs at the Center. Continually update the Volunteer Application and Volunteer Job Descriptions.

Duties and Responsibilities

- Come into the Center at least once a week to respond to messages and acquire/process new Volunteer Applications
- Continually update volunteer information in the database
- Check and respond to e-mails on a regular basis (volunteers@diversitycenter.org)
- Send out e-mails and make phone calls to volunteers about new projects or upcoming events where volunteers are needed
- Constantly check-in with Center staff regarding volunteers and specific need

Knowledge, Skills, Equipment and Abilities

- Excellent communication and experience dealing with the public
- Comfortable working with all members of our diverse community
- Familiarity with the LGBTIQ community in Santa Cruz County
- Good telephone and computer skills (e-mail and basic web searches)
- Positive attitude and good work ethic
- Ability to establish priorities, work independently, and proceed with objectives without supervision