



Volunteer Coordinator

Location: Local

Time Duration: Long Term

Job Description

Job Summary: Responsible for ensuring that all the volunteers are well guided in all they need to do and know, and is available for whatever questions arise during the process.

List of key responsibilities

- Contact the needed volunteers and determine who will regularly assist on such jobs.
- Disseminate information periodically and keep records throughout the year for each time volunteers are brought in to help.
- Set time and places for volunteers to meet, and will specify what they are expected to do, how to do it, and to whom they report
- During events, will be on-hand to encourage, support, supplement, and keep track of all the volunteers and their duties
- Recruit volunteers
- Able to manage, oversee and interact with people from various backgrounds, ages, socio-economic groups and personality types

ERACE

All colors with love and respect. Join us!

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