

Homework House Job Description

POSITION TITLE: Volunteer Coordinator Status: Part-time, non-exempt

REPORTS TO: Director of Programs

POSITION OBJECTIVE: The Volunteer Coordinator will manage all aspects of Homework House's very active volunteer program including recruiting, screening, training, placing, scheduling supervising, evaluating and recognizing volunteer tutors.

QUALIFICATIONS:

- Minimum two years experience in volunteer recruitment and training preferred
- B.A. or equivalent experience in youth development
- Bilingual (English/Spanish) preferred
- Excellent oral and written communication skills
- Flexibility and ability to structure and organize job responsibilities independently
- Knowledge of effective mentoring/tutoring practices
- Knowledge of effective volunteer recruitment strategies
- Familiarity with the Holyoke community
- Valid MA driver's license
- Proficiency in Microsoft Office & G Suite applications
- Comfortable learning/using a cloud-based volunteer database system

PRINCIPAL RESPONSIBILITIES:

The following list of responsibilities is not meant to be all-inclusive and may be adjusted to meet organizational needs.

- Recruit and screen volunteers for after school and summer programs in keeping with Homework House's mission, vision and values
- Conduct orientation and training for tutors with the Director of Programs
- Schedule and track volunteer hours
- Maintain volunteer database and provide accurate and timely statistical/activity reports on volunteer participation.
- Provide ongoing support & guidance to volunteers
- Develop and manage volunteer policies, procedures and standards of volunteer service
- Establish and maintain relationships with local churches, community organizations and businesses to serve as resources in tutor recruitment and participate in community outreach events such as fairs, festivals, markets etc.
- Organize and participate in volunteer recognition programs and events
- Participate in staff meetings as required
- Attend relevant workshops and trainings

Salary Range: \$17.50/hr-\$19.50/hr