

Kids and Cultures
Volunteer Coordinator – Spring 2010
Job Description

Task

To assist in the development of a Volunteer manual and database.

Overview

Kids and Cultures is a non-profit educational organization that introduces children to world cultures, primarily in Lancaster and surrounding counties. Volunteers are currently being used in the summer day camp, various events, and with mailings. This position is being created to maximize the current volunteer network and to create an infrastructure to expand the volunteer network.

Reports to

Timm Wenger, Public Relations and Administrative Coordinator

Duties and Responsibilities

1. To research effective volunteer networks, policies, and procedures.
2. To develop a user-friendly database of Kids and Cultures volunteers.
3. To write a comprehensive manual that includes policies and procedures for recruiting and using volunteers within the organization, establishing communication patterns between board/staff and the volunteers, and acknowledging volunteers for their service.
4. To link with organizations in the community that provide volunteers.
5. To promote specific volunteer opportunities.
6. To recruit volunteers for specific volunteer opportunities.
7. To work with board/staff to make sure volunteers have all they need to fulfill their tasks.
8. To plan acknowledgement activities and events.

Requirements

1. Excellent verbal and written communication skills (English).
2. Exceptional people skills.
3. Above average organization skills.
4. Willingness to learn and understand the volunteer needs and opportunities in the organization.
5. Ability to use the Internet and e-mail effectively.
6. Willingness to help out wherever needed.

Provided

1. Orientation to the programs and volunteer needs of the organization.
2. Direction and feedback.
3. E-mail address.
4. Phone card and postage, as needed.

For more information, visit www.KidsAndCultures.com, or call 717-290-6948.