

Position Title: Assistant Volunteer Manager

Reports to: Martha Coleman, Communications & Volunteer Manager

Overview of the position: Assist the Volunteer Manager with recruiting Center volunteers, updating volunteer documents, coordinating volunteer schedules with Center needs and providing support to volunteers.

Specific Responsibilities:

- Assist in recruiting Center department volunteers and special events (episodic) volunteers.
- Maintain current contact listings and volunteer postings on various websites and update and modify as needed.
- Prepare orientation materials and schedule volunteer orientations.
- Coordinate volunteer schedules and assign volunteers to positions based on their knowledge, skills and abilities and current Center volunteer projects.
- Update the 'Donate your Time' volunteer page on our website with volunteer news, open volunteer opportunities and photos from recent events under the direction of the Volunteer Manager and Director of Development.
- Assist updating Volunteer Program materials to match current volunteer opportunities, job tasks and requirements.

Time commitment: Once a week for two (2) hours during the Clinic's hours: Monday-Friday 8 am- 5 pm. A 40 hour minimum commitment is required.

Qualifications:

***Age requirements:** Must be 18 years of age or older.

***Skills/education:** High school graduate required. Strong attention to detail, the ability to work cooperatively with different types of personalities; should be enthusiastic and possess strong organizational skills.

***Experience:** Commitment to the Center's mission and to the volunteer program's goals. Experience with social media and volunteer management is a plus, but not required.

***Training and screening required:** Interview with the Volunteer Manager, complete the volunteer orientation and additional on-site training from the Volunteer Manager.

Benefits to the Volunteer: Gain management skills and help the Center expand their volunteer program and fulfill their mission of helping individuals with communication disorders.

I have read the above position description and understand the responsibilities and commitment of the volunteer position. I agree to perform them to the best of my ability.

Volunteer Name: _____ Date: _____

Volunteer Manager: _____ Date: _____