

DCLC Volunteer Coordinator/ Receptionist

Nature of Work

The Volunteer Coordinator is responsible for recruiting, interviewing, screening and overseeing all DCLC volunteers.

Duties and Responsibilities

- Arrange volunteer recruitment opportunities and present DCLC information:
 - Through local libraries;
 - Through the United Way;
 - Through local community organizations and businesses;
 - Through local community events; and
 - By creating and submitting press releases to local newspapers.
- Arrange tutor trainings;
- Send potential volunteers application packet with DCLC information and process applications;
- Organize volunteers to prepare mass mailings;
- Produce and distribute regular Volunteer Bulletins;
- Write an article for each issue of the DCLC newsletter pertaining to volunteers;
- Maintain regular contact with volunteers regarding reporting and recording of volunteer hours, student goals and suggestions for the program;
- Maintain a volunteer data base;
- Arrange Days of Caring and other short-term opportunities for volunteers;
- Arrange volunteer recognition events;
- Assign and supervise non-tutoring volunteers.
- Meet and greet all students, tutors and visitors;
- Open mail on daily basis;
- Answer the telephone;
- Order supplies;
- Support the Executive Director as needed with administrative tasks; and
- Other duties as assigned.

Required Skills and Abilities

The Volunteer Coordinator must possess a passion for working with volunteers and a deep understanding of the importance of volunteers to the mission of DCLC. S/he must have a high degree of flexibility, the ability to communicate effectively both orally (public speaking) and in writing, the ability to maintain records and prepare oral and written reports, and the willingness to represent the agency as required.

Background Requirements

- Bachelor's Degree or equivalent experience in related field;
- Basic computer skills and experience with MS Word and database programs;
- Able to work occasional weekends and evenings;
- Interest in adult literacy and sensitivity to the needs of adult learners;
- Able to attend periodic professional development sessions;
- Able to travel locally (within Delaware County);
- Ability to communicate effectively both orally and in writing via reports; and
- High degree of organizational skills, creativity, flexibility and sensitivity

Professional Development

The Volunteer Coordinator will attend DCLC Tutor Training (10 hours) within three months of hire, plus up to 3 hours of additional, relevant professional development within the first year of employment; and up to 5 hours of professional development annually.

Responsible to Executive Director

20 hours per week

The Delaware County Literacy Council is seeking a part-time Volunteer Coordinator. Responsibilities include recruiting and screening potential volunteers, arranging tutor trainings, maintaining contact with volunteers, tracking volunteer activities and representing DCLC at community events. Successful candidate will be organized, outgoing and flexible. Good interpersonal skills and proficiency in MS Office required. Knowledge of database management a plus. Visit www.delcoliteracy.org for full job description. Cover letter and resume to madelineb@delcoliteracy.org.