

Volunteer Coordinator - Part-time

Position Description:

The English Learning Center is looking for a part-time Volunteer Coordinator to recruit and onboard new volunteers and do data entry. This is a new position that works in conjunction with the Volunteer Program Manager to ensure that all of the classes at our adult ESL school (AM and PM programs, both in-person and online) are fully staffed with volunteer teachers and assistants at all times by continually recruiting, interviewing and onboarding new volunteers.

Schedule:

- 20 hours per week, flexible schedule

Qualifications:

- Basic computer skills
- Able to visit other sites in the Metro area if needed

Primary Duties and Responsibilities:

- Recruit new volunteers by maintaining existing contacts and developing new ones
- Respond to all volunteer inquiries
- Interview and provide initial onboarding for new volunteers
- Do all data entry related to volunteers, including entering their hours each week

Compensation:

\$18 per hour; benefits eligible

Supervisor:

Program Director

Applying:

- Email your resume and cover letter to Kate Ronald at kate@englishlc.org