



### **Volunteer Coordinator**

**Description:** The Volunteer Coordinator is an extremely important member of any festival/event committee. This person ensures there is enough manpower on all levels to ensure the festival/event's success. In addition, they're responsible for recruiting, caring for, and organizing all the volunteers for the weeks and months leading up to, as well as the day of the festival/event. The Volunteer Coordinator is responsible for the development of volunteer information, recruitment, screening, placement, orientation, and recognition of volunteers as well as developing tools for the coordinators to help them organize and inform their individual area volunteers.

#### **Responsibilities:**

- Have experience working in the volunteer sector
- Possess good communication skills
- Be aware of all the components of a good volunteer program
- Have the ability and knowledge to recruit and maintain volunteers
- Be able to effectively schedule volunteers for all aspects of the process
- Be able to efficiently direct and lead volunteers
- Be able to communicate with committee coordinators to assess needs
- Recruit volunteers and monitor sign-up
- Facilitate volunteer orientation

#### **Requirements:**

- At least 1 year of experience in volunteer management
- Commit to You Matter 2 from September 2021 - June 30, 2022
- Attend bi-weekly (twice a month), 1.5 hour Juneteenth team meetings
- Strong organizational skills
- Good communication skills, including written, oral, and interpersonal;
- Ability to use computers, email, and similar tools;
- Ability to get along with different people; and
- A passion and a sense of humor are definite assets.
- Resident of a local South Suburban Community
- Dedicated to the mission of You Matter 2 and Juneteenth