



Employment Details

Position: Volunteer Coordinator (part-time)

Post Date: 12/13/18 (closes Jan 4, 2019)

Chapter Name: The First Tee of the Triangle

Salary/Wage: Based on experience

Location:

Position Type: Part-time

Job Category:

Preferred Education Level: Bachelors Degree

Career Level: Entry Level

Preferred Certification Level: N/A

Job Description

The Volunteer Coordinator will support the Program Director and Director of School Programs in all aspects of our volunteer coach program; recruitment, processing applications, scheduling interviews, onboarding processes, scheduling, reporting, and database management. The Volunteer Coordinator will work closely with 150+ volunteers per year, establishing relationships with those individuals and ensuring a positive experience for all stakeholders. This position is a part-time position that will work approximately 15 hours per week.

Responsibilities

- Volunteer Administration:
- Recruit volunteers in the communities in which we serve.
- Process volunteer applications, schedule and conduct interviews.
- Ensure proper onboarding of all volunteers including background checks, Child Protection Course, in-person training or online Assistant Coach Training.
- Schedule volunteers for program sessions and other value-added opportunities.
- Communicate with volunteers via email and phone on a regular basis including upcoming sessions, important dates, program updates, etc.
- Maintain accurate volunteer records in the database and be able to efficiently generate relevant and accurate reports.
- Assist with volunteer trainings and meetings.
- Support the Program Director in stewarding volunteers.
- ☐ Other duties as assigned.

Qualifications

- Bachelor's Degree (High School Diploma required) with at least one year of professional work experience.
- Excellent computer skills including Microsoft Office Suite, database management, and general internet use.
- Must be able to multi-task in a dynamic office environment (demonstrated proficiency managing multiple tasks concurrently).
- Strong attention to detail and organizational skills.
- Willingness to provide top-notch customer service and support to all stakeholders of our mission.
- Strong verbal and written communications skills.

Benefits

- N/A

General

- Use this section to add any additional comments.

All candidates are subject to a background check, drug screening, and pre-employment physical.

Contact Information

Chapter Name: The First Tee of the Triangle

Job Code:

Contact: Brandon Baker

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To apply for this position, please email your resume to the address above.