



ROCHESTER A.B.O.V.E.

“Strengthening Our Community through Arts, Culture and Education”

POSITION DESCRIPTION

Title: Volunteer Coordinator
Position held by:

PRIMARY FUNCTION:

To recruit, oversee and provide support to volunteers at all events held by A.B.O.V.E. and ensure that the volunteers are thoroughly informed about our organization, our mission and their responsibilities as a volunteer.

DUTIES & RESPONSIBILITIES:

- Conduct recruiting, screening, interviewing and training of new volunteers.
- Provide assistance to volunteers as needed when requested
- Coordinate all materials needed for the volunteers to ensure a successful event.
- Review and update volunteers’ personal information annually
- Create & manage volunteer mailing list
- Assign jobs for volunteers at events
- Maintain collaborative working relationship with the committee members
- Work closely with and assist Program Coordinator & Executive Director

REQUIREMENTS:

- Must have the ability to stay calm under pressure
- Must be flexible, reliable, organized & creative
- Must have basic computer skills
- Must have the ability to work independently as well as in a group
- Must be able to facilitate programming actions in a timely manner
- Attend board/committee meetings and events

COMPENSATION:

Stipend disbursement at the end of the fiscal year is contingent upon the overall budget at the end of the fiscal year.