



Volunteer Service Opportunity

Title	Volunteer Coordinator
Responsible to	Executive Director
Responsibilities	<ul style="list-style-type: none">Coordinates Volunteer ProgramContinuously recruits volunteersSchedules and co-facilitates orientationSupervises & evaluates performance of volunteersCoordinate interviews of potential volunteersManages application process and checks referencesCoordinate volunteer meetingsCoordinate recognition activitiesMaintain volunteer databasePerforms other duties of a similar nature or level
Minimum Qualifications	<ul style="list-style-type: none">Demonstrated professionalism and team leadership skillsDemonstrated problem-solving & decision making skillsProficient in Microsoft Office softwareExcellent communication and interpersonal skills as applied to interaction with volunteers, board members, the general public, etc. sufficient to exchange or convey information and to receive work direction.Maintain confidentialityApplication required
Time Commitment	5-7 hours/week; Flexible
Benefits	Annual recognition

Contact: Call (708) 842-2144 or email bod@fceoba.org