



Volunteer Engagement Coordinator Position Description

Status: AmeriCorps VISTA (full-time)

Location: 505 W. Thomason Circle, Opelika, AL 36801

SUMMARY

The Lee County LITERACY COALITION (LCLC) provides free one-to-one tutoring for adult learners in reading, math, writing and GED preparation as well as literacy workshops. With a continuation AmeriCorps grant award, LCLC will onboard VISTA members to contribute to the goals of building organizational capacity. Project activities include increasing partnerships, seeking learning spaces to host workshops, engaging learners and volunteer recruitment. Other objectives include donor relations, marketing, and resource development.

VISTA members will aid in expanding outreach and engagement, increase program impact, and volunteer recruitment. Individuals should be a self-starter, who are compassionate, willing to encourage others, share positivity and make new, fulfilling connections.

RESPONSIBILITIES

Increase Volunteer Support.

- Coordinate with designed staff to collect volunteer information, availability, and skills.
- Participate in LACES software training to aid with database maintenance.
- Update volunteer position descriptions and policies.
- Coordinate Basic Tutor Training and create delivery methods to update new and potential volunteers of available.
- resources and opportunities.

Increase Volunteer Retention.

- Collaborate with designed staff to pair volunteers with opportunities that suit their skill sets.
- Create a new streamlined approach to notify and collect tutor reports.
- Gain program feedback and stories from current volunteers to share the transformational impact of their service.
- Organize and coordinate volunteer appreciation recognition and other activities.

Participate in Team Building and Brainstorming Sessions with Sponsor Staff.

- Attend Weekly Meetings in person or virtually.
- Establish a Work Plan and submit reports with activity updates to project director monthly to include events and outreach demographics.
- Visit established outreach sites bi-weekly or as determined.
- Collaborate with sponsor staff to create e-documents and maintain as appropriate.

QUALIFICATIONS

Proficient in Microsoft Office 365 with some experience with social media platforms. Must be able to follow instructions, communicate clearly, and use personal initiative. Must have good people skills with collaborative spirit. High school diploma with equivalent combination of education and experience will be accepted.

WORK ENVIRONMENT

- Be a team-player and support co-workers.
- Business casual attire appropriate for an office environment.

EEO POLICY STATEMENT

Lee County LITERACY COALITION provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.