

## **Position Title *Volunteer Coordinator***

*Position Description (Summary)* Are you a People Person? Do you love to inspire others? Would you like to use your organizational skills to find volunteers to help students develop and use their imaginations to improve our world?

### *Position Description*

The Volunteer Coordinator will be the organized point of contact for prospective and existing volunteers. This individual will recruit and coordinate volunteers for tournaments, informational and special events, training workshops, and program support. Responsibilities include managing and updating the volunteer database, matching volunteers to service opportunities, assisting in updating job descriptions for the volunteer handbook, and helping expand awareness of Destination Imagination.

### *Primary Duties*

- Recruit and place volunteers for events, tournament, and other roles
- Post volunteer opportunities on volunteer recruiting websites
- Screen and match volunteers to service opportunities
- Assure that all volunteers have signed the DI Code of Conduct
- Edit and manage volunteer database
- Assist in updating job descriptions in volunteer handbook
- Assist in planning volunteer recognition
- Ensure positive relationships and community collaboration services are maintained
- Help expand community awareness of DI by developing a productive working relationship with partner agencies, schools and non-profit organizations
- Maintain communication with the Montana Destination Imagination Affiliate Director
- Maintain a log and timeline of activities

### *Interest Area*

- Enjoys organization and creativity
- Able to work independently
- Likes working with others to fit their interests to program needs.
- Likes working with others to make sure they have a successful program year
- Likes to recruit and work with adults who enjoy working with creative youth

*Location:* Montana - Currently Gallatin Valley preferred.

*Date:* Year round but primarily August - March      Average 1-2 hours per week

*Age of Suitable Volunteers* 21+

### *Required Skills/Qualifications (Training Requirements)*

- Computer Skills
- Phone and e-mail connectivity
- Must be able to communicate professionally including public speaking
- Strong organization, management and communication skills.
- Must be able to work effectively and respectfully with adults and children
- Positive, enthusiastic personality
- Flexibility and willingness to learn new skills

### *Specific Skills*

Working knowledge of MS Office including Word, Excel, Access, and Publisher