



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

**Job Description:** Volunteer Coordinator Assistant

**Non-Exempt:** Hourly worker and **Summer Seasonal Worker**

**Position Summary:**

The Volunteer Coordinator Assistant is responsible for planning, organizing, and directing the volunteer programs with the Volunteer Coordinator.

**Essential Job Functions:**

- Organize and coordinate volunteer schedules.
- Assist the Volunteer Coordinator with training of volunteers.
- Organize volunteer housing and meal cards.
- Maintain records of volunteers
- Update and prepare weekly volunteer packets
- Attend weekly wrap up meetings with volunteers
- Assist with volunteer orientation once a week.
- Attend meetings with the Volunteer Coordinator as needed.

**Essential Job Functions:**

- Other duties as assigned by the Volunteer Coordinator.

**ADA Requirements**

- Continuously
  - Talking
  - Making Decisions
  - Adjusting to changes
  - Effective verbal and written communication
  - Irregular hours
  - Visual acuity to determine accuracy, neatness and thoroughness of work assigned, close proximity use of computer software and determine safety of workplace surroundings for themselves, volunteers, and guests.
- Frequently

- Standing
  - Walking
  - Sitting
- Occasionally
  - Bending over
  - Repetitive use of hands and arms
- Environmental Conditions
  - Occasionally working in hot/heat outside.
  - Continuously working with others.
  - Occasionally working alone.

**Qualifications:**

- Must be available to work Mid-May to Mid-August.
- Have excellent speaking and writing, communication skills.
- Must have a positive attitude and be willing to follow instructions.
- The person must also be able to take initiative in their duties.
- Must be able to manage their time effectively and complete projects in a timely manner.
- Must be fluent in oral and written English.
- Must be able to work with many different age groups.
- Must be computer literate.

**Supervision:**

- This is not a supervisory role. However, the Volunteer Coordinator Assistant does watch over our many volunteers throughout the summer season. She or he is responsible for assisting managers and or volunteers with issues in relation to the volunteer program.
- This position reports to the Volunteer Coordinator.