



Volunteer Engagement Coordinator Position Description

Status: AmeriCorps VISTA (full-time)

Location: 1365 Gateway Drive, #519 Auburn, Alabama

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 six VISTA members and three Summer Associates 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.
- Organize 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 to opportunities that suit their skill sets.
- Create new streamlined approach to notify and collect tutor reports.
- Gain program feedback and stories from current volunteers to share the transformational impact their service has made.
- 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 Suites with some experience with social media platforms. Proven ability to work well with others, follow instructions, communicate clearly and use personal initiative. Must have good interpersonal skills with collaborative spirit. Must be working towards completing bachelor's degree or equivalent combination of education and experience will be accepted.

WORK ENVIRONMENT

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

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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.