Volunteer Service Opportunity

Title: After School Program Coordinator

Responsible to: Executive Director

Responsibilities:
- Work collaboratively with Executive Director to develop appropriate learning activities, workshops, etc.
- Ensure proper resources are available for the program activities
- Act as liaison/point of contact between school, parents, and I Am, Inc.
- Research, evaluate, make recommendations for program improvement and expansion
- Develop a team of volunteers to support program
- Track and inform Executive Directors of program outcomes
- Occasionally facilitate learning activities
- Secure guest speakers

Minimum Qualifications:
- Demonstrated professionalism and team leadership skills
- Demonstrated problem-solving & decision making skills
- Proficient in Microsoft Office software
- Excellent 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 confidentiality
- Application and background check required

Time Commitment: 3-5 hours/week; Must be available weekdays between 4:00 p.m. – 6:00 p.m. one day per week.

Benefits: Annual recognition

Contact: Call 404-545-9051 or email twoodard@iambeautiful.org