



**B.E.A.U.T.I.F.U.L.**

## **Volunteer Service Opportunity**

<b>Title</b>	After School Program Coordinator
<b>Responsible to</b>	Executive Director
<b>Responsibilities</b>	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
<b>Minimum Qualifications</b>	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
<b>Time Commitment</b>	3-5 hours/week; Must be available weekdays between 4:00 p.m. – 6:00 p.m. one day per week.
<b>Benefits</b>	Annual recognition
<b>Contact:</b>	Call 404-545-9051 or email <a href="mailto:twoodard@iambeautiful.org">twoodard@iambeautiful.org</a>