



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

Volunteer Service Opportunity

Title	Volunteer Coordinator & Team
Responsible to	Executive Director
Responsibilities	Coordinates Volunteer Program Develops and maintains handbook of applicable policies and procedures Continuously recruits volunteers Schedules and co-facilitates orientation Schedules ongoing volunteer training Supervises & evaluates performance of volunteers Coordinate interviews of potential volunteers Manages application process and checks references Coordinate volunteer meetings Coordinate recognition activities Conduct annual evaluations and surveys Maintain volunteer database Performs other duties of a similar nature or level
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	5-7 hours/week; Flexible
Benefits	Annual recognition
Contact:	Call 404-545-9051 or email twoodard@iambeautiful.org