



General Description

The Volunteer Coordinator is responsible for coordinating volunteers with open positions.

Reporting

This position reports to the Vice President.

Time Commitment

This position requires 1-2 days/week. Start time is 8:00 am.

Key Responsibilities

1. Interview Community Service Workers to determine qualifications for volunteer positions.
2. Schedule and record community Service Workers' hours. Give Distribution a weekly list of scheduled workers.
3. Report to CCCC (Clackamas County Community Corrections) hours completed by Community Service Workers.
4. Interview potential volunteers to determine qualifications for volunteer positions.
5. Contact members, as needed, to fill volunteer vacancies.
6. Other duties as assigned.

Qualifications

1. Knowledge of basic computer skills
2. Knowledge of GCCI programs, policies, procedures and practices
3. Ability to work as a team player
4. Effective internal customer service skills
5. Effective communication skills
6. Maintain confidentiality of CSW volunteer information