

VOLUNTEER COORDINATOR

DUTIES

The volunteer coordinator will:

- Coordinate with the Executive Director, Music Director, Gear Manager and Board of Directors to stay informed of activities that may require volunteer assistance
- Maintain an email list of current volunteers
- Message volunteers to solicit participation
- Clearly communicate to volunteers the specifics of their participation (date, time, location, duties etc)
- Attend events requiring volunteers to help coordinate volunteer participation at the event
- Help solicit new volunteers for the organization

REQUIRED EXPERIENCE/SKILLS

Previous experience coordinating personnel helpful but not required. Excellent communication and organizational skills.

HOURS

Varies, depending on events

COMPENSATION/PAY

This is a volunteer position

GENERIC ABILITIES/REQUIREMENTS

Volunteer Coordinator will:

- Demonstrate clarity on/understanding of GRC Mission Statement and ability to uphold during Girls Rock Camp Madison events
- Behave in a pleasantly assertive and energetic way with colleagues
- Demonstrate ability to collaborate with others/be a team player
- Demonstrate good communication skills by
 - resolving conflict in a professional and constructive way
 - accepting constructive feedback and incorporating into job performance
- Work well under stress/stay positive in stressful situations
- Show ability to adapt/be flexible to changes in schedule, job assignments, etc.
- Show respect for colleagues through timely arrival and communication with team if circumstances arise that prevent timeliness or attendance
- Represent GRC and its staff in a positive light in the community