



JOB POSTING: Part-Time Volunteer Recruitment Coordinator

SALARY RANGE: \$20-\$25/hour; 15-20 hours/week

ORGANIZATION: Literacy Achieves (formerly Vickery Meadow Learning Center) is dedicated to improving English literacy levels among non-English speaking adults and their young children by providing programs in communication and life skills. Literacy Achieves serves approximately 1,100 adults and 330 children annually at its three Dallas locations. Approximately 350 volunteers teach adult classes, work in the computer lab, assist in the office and support the children's program. For more information, please visit: www.LiteracyAchieves.org.

POSITION OVERVIEW: Reporting to the Adult Program Director, the Volunteer Recruitment Coordinator will oversee volunteer recruitment and intake from initial point of contact to program placement within the agency.

RESPONSIBILITIES:

- Serve as initial/primary point of contact for all prospective volunteers
- Manage communication with all prospective volunteers from first inquiry through placement
- Collect and manage all volunteer demographic data ensuring accurate and timely input into agency database
- Regularly update all volunteer opportunity listings
- Represent organization at volunteer recruitment events
- Ensure standardized volunteer materials, including but not limited to orientation materials and recruitment fliers, are accurate and timely
- Conduct volunteer orientations in coordination with appropriate program staff members
- Ensure volunteer is smoothly transitioned into his/her placement with appropriate program staff members
- Provide support as needed for volunteer recognition activities and communications at program and agency level
- Assist as needed with overall agency operations

QUALIFICATIONS:

- Demonstrated commitment to mission and core values of changing lives through literacy
- Minimum 2 years college required
- Demonstrated ability to work cooperatively and collaboratively in a diverse multicultural environment including volunteers, adult students, program staff and administrative staff
- Excellent communication and organization skills
- Proficient in Word, Excel, Access and common computer applications
- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently
- Availability to work occasional weekends and flexible schedule to meet needs of potential volunteers for all program times
- Reliable transportation for offsite events

To apply, please submit your resume to volunteer@LiteracyAchieves.org