

# Volunteer Job Outline

**Position Title:** Volunteer Coordinator

**Organization:** Community Helpers Association

**Location:** 123 Community Lane, Hometown, State, ZIP

**Contact Person:** Jane Doe

**Email:** [janedoe@communityhelpers.org](mailto:janedoe@communityhelpers.org)

**Phone:** (123) 456-7890

## Job Description

The Volunteer Coordinator is responsible for recruiting, training, and managing volunteers for various community projects.

## Responsibilities

- Recruit and train volunteers
- Organize volunteer schedules and activities
- Communicate regularly with volunteers
- Maintain accurate records of volunteer hours
- Collaborate with staff to identify volunteer needs

## Qualifications

- Strong organizational skills
- Excellent communication abilities
- Passion for community service
- Previous volunteer experience preferred

## Time Commitment

Flexible hours, approximately 10 hours/week for a minimum of 3 months.

## Application Process

Interested candidates should send a resume and cover letter to [janedoe@communityhelpers.org](mailto:janedoe@communityhelpers.org).

## **Benefits**

- Gain valuable experience in volunteer management
- Make a positive impact in the community
- Networking opportunities with local organizations