

# RIVER GREEN OUTREACH

Job Posting Form



Job Title	Outreach Volunteer Coordinator		
Location	Virtual/Telecommute (see Other Requirements below)		
Skills	Special events planning Recruitment, training, supervision of volunteers	Type of position: Intern (unpaid)	Spring/Summer 2010 Hours: 10-15 / week

## GENERAL DESCRIPTION

River Green Outreach is a 501(c)(3) non-profit corporation that works to meet community needs by mobilizing support and making volunteering easy and meaningful in our neighborhood. Our programs serve individuals, groups, youth and families, educators, businesses... anyone looking to volunteer, as well as organizations looking for volunteers... nonprofits, faith-based or community-based organizations, government agencies, schools and more. River Green Outreach has many special projects/events planned for 2010 including Earth Day event, Supporting Heroes Day (honoring community heroes: firefighters, police, teachers, nurses, and volunteers), and other monthly projects to serve seniors, underprivileged children, children's cancer causes, animal rescue, adopt-a-soldier, and more.

The intern's primary responsibilities will support volunteer recruitment and coordination for River Green Outreach events/special projects.

### Pre-Event Responsibilities:

1. Research, propose and execute new volunteer recruiting opportunities, including but not limited to social clubs, faith-based outreach, corporate outreach, schools, etc.
2. Recruitment of volunteers to support River Green Outreach activities, events, and projects by email, phone, flyers, recruitment presentations, and more
3. Assist with production of printed materials (flyers, posters, etc.) to promote event and recruit volunteers
4. Coordinates with event planners/project leaders to plan volunteer management and setup needs in days leading up to the event
5. Communicates event details and instructions to volunteers

### On-site Event Management:

1. Work with other onsite event staff and managers to oversee and direct volunteers
2. Ensures volunteer needs are taken care of (bathroom availability, goodies/drinks/food, breaks, etc.) welcomes volunteers, conducts volunteer training/orientation, keeps track of time, conducts post event surveys, sends thank you notes, nominates volunteers for awards/recognition

### Post Event Responsibilities:

1. Assist with thank you letters and volunteer appreciation
2. Organize files, emails, and other materials for next year

### Other/Ongoing Tasks:

1. Create/maintain contact list of liaisons for recruitment partners
2. Manage and update volunteer database and email lists

## WORK EXPERIENCE REQUIREMENTS

- Excellent oral, written and interpersonal communications skills.
- 1-2 years related work experience (can be cumulative during summers or academic terms).
- Strong working knowledge of Internet and computer software applications, including Microsoft Word, Excel and PowerPoint.
- Ability to multitask, managing multiple projects and tasks effectively and promptly.
- Energetic, enthusiastic, self-motivated work style. Able to organize time and work independently

The following qualifications are highly desirable:

- Outreach and volunteer recruitment experience
- Connectivity within the community and a working knowledge of valuable outreach and recruiting methods

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<b>OTHER REQUIREMENTS</b>	
<ul style="list-style-type: none"><li>– This position is virtual with flexible hours and occasional face-to-face meetings and activities in Canton, GA (River Green community). You should have access to a personal computer, internet, phone, and be willing to donate about 10-15 hours a week. Schedule can be flexible so long as the individual shows self-motivation.</li></ul>	
<b>HOW TO APPLY</b>	
Submit a cover letter and resume to <a href="mailto:BiancaCummings@comcast.net">BiancaCummings@comcast.net</a> . Please put "Outreach Volunteer Coordinator Intern" in the subject line.	