

Volunteer Coordinator - Position Description

ENYDCTA is seeking a Volunteer Coordinator (or Coordinators) who will play a crucial role in leading our ever-expanding team of volunteers. The Volunteer Coordinator will collaborate with our other various Coordinators and Board Members to manage our volunteer roster to help support club events and activities.

Responsibilities include:

- Organize our existing team of very awesome volunteers while actively expanding the group using a range of methods, including word-of-mouth referrals, email outreach and social media engagement
- Gather information on volunteer interests, skills, and availabilities
- Match volunteers with appropriate roles and tasks at events and activities
- Be the point of contact for volunteers during events, providing ongoing guidance and support as needed

The time commitment for these responsibilities typically ranges from 2 to 3 hours per week, leading up to an event for a single individual, and can be even less with multiple individuals sharing the workload.

Interested candidates are invited to contact Joy Black at joyMBlack@outlook.com