

Volunteer Coordinator (1 volunteer)

The purpose of the volunteer coordinator is to recruit and manage volunteers, providing isolated structure to the planning and implementation of projects outside of the BOD. Volunteer positions range from one-day to ongoing commitments.

Responsibilities

- Recruit the desired number of volunteers as determined by a project size and scope.
- Co-facilitate support training and implementation of projects with volunteers.
- Assist AVA BOD in identifying volunteer projects and committees.
- Establish and regularly update volunteer schedule and list of projects.
- Communicate regularly with volunteers and provide BOD with updates.
- Draft and update volunteer job descriptions.

Time Commitment

- 4-6 hours per month

Qualifications

- Must be an Alaska Vendors Association member in "good standing".