

## Volunteer Coordinator Assistant Position Description

Responsible To: Volunteer Coordinator

Importance of Position: Assist with the management of volunteers which significantly impacts the lives of adults who can not read or write and assist literacy programs in the county by providing them with volunteer tutors.

### Qualifications:

- Must be 18 years of age or older, speak English well, and have the ability to read and write English with proficiency.
- Ability to follow oral and written instructions
- Must be reliable and responsible
- Interpersonal skills and ability to communicate via phone and email
- Basic knowledge of Microsoft Excel and Outlook helpful but not required

### Responsibilities:

- Assist Volunteer Coordinator in the volunteer referral process. This includes communicating with volunteers via phone/email, properly referring to appropriate literacy program, and tracking volunteer in database.
- Conduct follow up phone calls to volunteers and literacy programs to ensure proper placement.
- Update all online volunteer postings and research new places to attract potential volunteer tutors.
- Attend occasional community events to assist supervisor in recruiting potential volunteers.
- Attend a brief weekly meeting with supervisor.

Training Provided: Introduction to The San Diego Council on Literacy's mission, staff, and knowledge of our network of Literacy Programs will be provided. Volunteer will also be oriented to volunteer referral process and tracking system.

### Benefits of Volunteering:

- Opportunity to gain experience working in a non profit organization
- Opportunity to learn new skills
- Opportunity to explore a career in a non profit organization
- Opportunity to earn college credit or meet course requirement

### Time Commitment:

- 5-10 hours a week; negotiable
- At least 3 months

Volunteer Location: 2515 Camino del Rio South Suite 111, San Diego, CA 92108

Contact Person: Erin Leahey, Volunteer Coordinator (619)574-1641 ext 105 or [eleahey@literacysandiego.org](mailto:eleahey@literacysandiego.org)

Signature \_\_\_\_\_

Date \_\_\_\_\_