



## *Volunteer Coordinator*

### *Duties :*

- Help recruit, onboard, and train volunteers, ensuring a well-prepared and motivated team to support the organization's mission.
- Manage volunteer schedules, ensuring adequate coverage for various tasks and events, and coordinate volunteer efforts to optimize efficiency.
- Serve as a central point of communication between volunteers, leadership, and other stakeholders, facilitating effective information flow and collaboration.

### *Reqrutiments :*

- Passion for community service and addressing basic human needs.
- Possess excellent communication skills to effectively engage and coordinate with volunteers, leadership, and external partners.
- Demonstrate strong organizational skills to manage volunteer schedules, events, and communication effectively, ensuring a well-coordinated and efficient volunteer program.

*Apply Through OUR ONLINE FORM*

# **VOLUNTEER COORDINATOR**

Volunteer Services Program