

# SPECTRUM

## Autism Support, Education & Resources

**Job Description:** Volunteer Coordinator (part-time)

**Organization:** SPECTRUM Autism Support Group

**Position:** Volunteer Coordinator

**Location:** Spectrum Autism Support Center, 2997 Main Street, Duluth, GA

**Duration:** Part-Time (10 hours per week - In office and at event sites)

**Salary:** \$18-20/hour based on experience. No benefits package.

**Reports to:** Claire Dees, Executive Director

### Job Overview:

SPECTRUM Autism Support Group is seeking a dedicated and passionate Part-Time Volunteer Coordinator to join our team. The ideal candidate will play a crucial role in recruiting, training, and coordinating volunteers to support our mission and programs. This position offers an excellent opportunity to contribute to a meaningful cause while gaining experience in nonprofit management.

### Responsibilities:

- Volunteer Recruitment:
  - Develop and implement strategies to attract and recruit volunteers.
  - Collaborate with community organizations, schools, and businesses to expand the volunteer network.
  - Maintain an up-to-date database of potential volunteers and implement a volunteer management system.
- Volunteer Training:
  - Design and conduct orientation and training sessions for new volunteers.
  - Provide ongoing training to enhance the skills of existing volunteers.
- Volunteer Coordination:
  - Match volunteers with appropriate roles based on their skills, interests, and availability.
  - Schedule and coordinate volunteer shifts for events, programs, and ongoing activities.
  - Communicate regularly with volunteers to ensure a positive and engaging experience.
- Recognition and Retention:
  - Develop and implement recognition programs to acknowledge and appreciate volunteers' contributions.
  - Monitor volunteer satisfaction and implement strategies to improve retention.
- Record Keeping:
  - Maintain accurate and up-to-date records of volunteer information, hours, and activities.
  - Generate reports on volunteer engagement for organizational review.

### Qualifications:

- Previous experience in volunteer coordination or related field.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively.
- Strong organizational and time-management skills.
- Passion for the mission and values of Spectrum Autism Support Group.

To apply, please submit your resume to **Claire@spectrumautism.org**