

Volunteer Description

Title	Volunteer Coordinator
Department	Development
Reports to	Resource Development VISTA
FLSA Status	N/A

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About the Columbus Arts Council:

Inspiring a broad and diverse audience; creating a sense of community and innovation by engaging various art forms throughout the region.

Job Summary:

The Volunteer Coordinator is responsible for assisting in the planning, organizing, and directing the CAC volunteer program.

Essential Duties and Responsibilities:

- Assist with organizing the recruitment of CAC volunteers.
- Assist with volunteer orientation and training sessions.
- Coordinate volunteer recruitment drives at the CAC and in the community.
- Schedule volunteers for projects, programs, and events.
- Work with the marketing team to promote and maintain a wide range of volunteer opportunities.
- Attend recruiting events within the community to attract qualified candidates.
- Organize a volunteer recognition program.

Competencies:

- Excellent writing and editing skills.
- Ability to communicate effectively with a variety of audiences.
- Ability to multitask under pressure and to meet deadlines.
- Ability to work independently and think creatively.
- Attention to detail.
- Strong organizational skills.
- Enthusiasm for our mission.
- Flexibility with changing situations.
- Experience with Word, Excel, and PowerPoint
- Familiar with using Social Media Platforms (Facebook, Twitter, Instagram, Tumblr, YouTube, etc.)

Volunteers will work 10-15 hours per week; exact hours are flexible. Volunteers may be asked to assist some programs and events during the evenings and Saturdays.