

Position Description

Volunteer Coordinator

Moving On Up (MOU) is a nonprofit organization dedicated to ensuring that students have the resources needed to attain degrees in higher education. MOU runs after-school programs, mentoring programs, and college-ready programs that strive to equip elementary and high-school students with the skills, knowledge, and motivation necessary to attend and succeed in college. MOU depends heavily on college student volunteers to tutor and mentor students participating in its programs. Currently, MOU seeks a highly motivated, organized, and energetic person to lead its volunteer recruitment and training.

Responsibilities

1. Assist people who contact the organization by providing them telephone, e-mail, and written information about volunteer possibilities.
2. Help facilitate a decision-making process whereby an inquirer is able to make an informed commitment to participate in MOU programs. Must be able to answer questions about programs, philosophy, expectations, and logistics.
3. Must be able to qualify prospective volunteers and assist them in finding suitable volunteer positions.
4. Coordinate and facilitate orientations and ongoing trainings for volunteers.
5. Conduct outreach to local colleges and universities to recruit prospective volunteers. Develop and maintain relationships with contacts at colleges and universities.
6. Organize annual volunteer-appreciation event.

Qualifications

1. One to two years of experience in working with volunteers and/or with youth preferred, and a proven dedication to MOU's mission.
2. A bachelor's degree in a related field.
3. Volunteer experience preferred.
4. Extremely high degree of self-motivation and desire to excel.
5. Ability to work well with diverse groups of people, especially college students.
6. Strong verbal and written communication skills.
7. Ability to motivate and energize people.
8. Customer service and marketing skills.
9. Ability to use computer word processing and spreadsheet programs.
10. Flexibility, creativity, and the ability to work as apart of team.

The Volunteer Coordinator position pays \$25,000 to \$30,000, depending on qualifications, with health and dental benefits, vacation and sick leave, and holiday pay.

To apply, please send resume and cover letter to:

Moving On Up
2222 Davis Avenue
Sacramento, CA 95888