



Jumpstart Volunteer Coordinator Position Description



About the Position

The volunteer coordinator recruits, assists in training, and manages volunteers for various Jumpstart service projects that address specific program and community needs. The volunteers recruited by the volunteer coordinator should reflect a balance of college students, local community service organizations, and others who can participate in a range of volunteer service projects. Basic volunteer service project categories include one-day, short-term, and long-term service projects. The Volunteer Coordinator reports directly to the Jumpstart Site Manager.

Volunteer coordinators have the following option for participation in Jumpstart:

- **300-hour term:** serve part-time during the school year

Volunteer Coordinator Responsibilities include the following essential functions:

Volunteer Recruitment and Training

- Recruit required number of volunteers (varies by site)
- Recruit volunteers to commit to one-day, short-term, and long-term volunteer projects (details of the size and scope of these projects will be provided by Jumpstart staff)
- Present Jumpstart to campus and local community organizations, student groups, faculty, and staff to obtain volunteers, and collaborate on service events
- Co-facilitate and support training of all volunteers. Site staff will work with the volunteer coordinator to make sure that all volunteer trainings meet Jumpstart quality standards

Planning and Implementation

- Assist site staff in identifying volunteer projects through needs assessment and ongoing communication with partner early childhood centers
- Assist site staff in implementation of events and support volunteers for service days held at partner early childhood centers
- Research relevant community organizations to coordinate additional volunteer opportunities for Corps members
- Work with site staff and Corps members to plan annual volunteer appreciation event
- Share promising practices across Jumpstart network

Volunteer Management and Tracking

- Work with Jumpstart site staff to manage volunteers from Jumpstart's corporate partners
- Establish and regularly update volunteer schedule and list of events
- Communicate regularly with volunteers through check-in phone calls, e-mails, and personal appreciations for their efforts
- Document and log volunteer hours in volunteer tracking system and report hours to Jumpstart regional office

Evaluation of Volunteer Activities

- Collect and manage feedback from all parties involved in volunteer activities, including volunteers, partnering early childhood center staff, and community members through written reports, testimonials, and verbal comments
- Share feedback with site staff to acknowledge strengths, successes and to make improvements for future volunteer activities

For more information or to apply on-line, visit www.jstart.org.

Time Commitment

- Serve 8-12 hours a week during the school year

Qualifications and Experience

Dedication to volunteerism and coordinating volunteer activities

- Experience in leadership role
- Experience recruiting, training, managing, and supporting groups of people to address community needs through service projects
- Ability to build relationships and work with volunteers, Corps members, and community members
- Track record of planning and implementing events
- Desire to learn about Jumpstart practices, including early childhood best practices

Communication

- Strong language and communication skills (written and oral)
- Ability to give presentations to large groups
- Desire to share the Jumpstart mission with the community

Commitment to service

- Community service experience
- Ability to work with people from diverse backgrounds
- Ability to fulfill a yearlong community service commitment
- Enthusiastic and positive attitude toward helping others

Professionalism

- Ability to work well independently and on a team
- Maturity and good judgment in relating to Jumpstart peers, partners, and families
- Ability to work with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible
- Demonstrated ability to solve problems and think strategically
- Enthusiastic and positive attitude toward helping others

Compensation and Benefits

- Potential to earn Work-Study award during term of service
- AmeriCorps education award upon completion of service term (up to \$1,250)
- Extensive training in the field of early childhood education
- Professional training and support to implement volunteer activities and events
- Unique opportunity to join a national network of individuals serving young children
- Invaluable opportunity to make a difference in the lives of young children

Jumpstart is an equal opportunity organization and encourages applications from all individuals without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, political affiliation, or status as a covered veteran in accordance with all applicable federal, state and local laws. Qualified individuals with disabilities are strongly encouraged to apply. Jumpstart will make reasonable accommodations for qualified individuals. Accommodation requests should be directed to the Jumpstart office to which you are applying. Jumpstart is a proud member of the AmeriCorps national service network. Please note that not all Jumpstart sites are directly supported by AmeriCorps. Please contact the site to which you are applying for more information.

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