**Mateel Volunteer Coordinator- job description**

The Mateel Volunteer Coordinator is a part-time position, paid hourly. Hours are as required on an annual basis in accordance with the organizational budget and attendance is required at a weekly staff meeting. Performance is to be reviewed annually.

The Mateel Volunteer Coordinator is responsible for the following duties.

* Act as Mateel’s chief volunteer representative
* Handle volunteer communication, recruitment, and scheduling requirements for all Mateel events, festivals (including Summer Arts & Reggae On The River), and other MCC volunteer needs (with the exception of Mateel Meal), and ensure adequate volunteer coverage is provided for all required events
* Work with Mateel event and festival crew chiefs to fill all volunteer needs they aren’t able to fill themselves, and check in regularly to assure timeliness/ adequate coverage
* Organize and maintain volunteer database for the exclusive use and ownership of the Mateel Community Center- and actively utilize social media and all other relevant recruitment methods to expand size and quality of volunteer pool
* Responsible for the creation of volunteer event templates, plus work with Office Manager/ senior office staff to approve templates and ensure adequate coverage and appropriate volunteer placement in advance of each event
* Responsible for ensuring that all volunteers have filled out/ signed Mateel’s volunteer agreement form and actively abide by its requirements
* Handle any other duties deemed appropriate for the Volunteer Coordinator, including general office support and assistance- and maintain regular office hours on at least 1-2 days per week year round