

## **Volunteer Coordinator (1-PT12Hrs-SIWI)**

**Location:** Atlanta, and Rural GA

The Volunteer Coordinators is in place to ensure that the mission, values and vision of the Fit Life Foundation for Child Obesity. The goal of the Volunteer Coordinator is to engage the volunteer and service community into the culture of the Fit Life Foundation. S/he will coordinate and schedule volunteers on an ongoing basis and or organize single events. Volunteer Coordinators keeps existing volunteers informed via newsletters, social media and or other communications.

### **Core Tasks Will Include:**

- Developing volunteer position descriptions
- Create Volunteer Database
- Use social media platforms to market volunteer program
- Community outreach to recruit and establish volunteers or seek new help using various marketing tools, including volunteer databases, e-mail letters, and outreach events
- Screening (interviews, required background checks, etc.) and matching volunteers to organizational needs and opportunities
- Training and orientation for volunteers
- Scheduling and supervision of volunteers
- Volunteer recognition

### **In addition, S/he will be responsible for oversight and management of the volunteer program, including:**

- Assessing organizational need and capacity for volunteers
- Coordinate across departments to fill volunteer needs by project
- Creating volunteer program materials (update and refresh policies and procedures, applications, volunteer agreements, orientation handbooks)
- Database management and tracking of volunteer statistics
- Host events to thank volunteers or send individual correspondences
- Risk management
- Strategic planning
- Financial management and budgeting
- Program evaluation
- Partner with internal and external public relations, marketing, and/or project development colleagues on community campaigns, donor outreach and fundraising activities.
- May conduct interviews to determine the roles that volunteers will take

### **Qualifications:**

- Junior or senior classmen or currently pursuing a masters' degree program
- Genuine interest and commitment to childhood health improvement
- Ability to implement Public relations task, PR or communications skills/experience
- Detail-oriented and organized, since they may work on many projects at once
- Experience with and extensive knowledge of managing issue/advocacy or public health campaigns; community engagement building, organizing, and mobilization skills are a plus. (Will be required to share examples, and outcomes)
- Must be outgoing and communicate effectively with a variety of people

**NOTE:** This is a remote position that requires weekly in person group meeting(s), travel as needed by project throughout the designated territory, and project input via google hangouts, webinars, Skype, Dropbox, iCloud and cloud. The ideal person for this position has strong independent workmanship, computer and organization skills, scheduling experience, is self-motivated, organized, is comfortable with public speaking and has skills in Word, Excel, and Outlook. This person

must be able to travel to schools and community youth organizations in their assigned territory; and, as required, attend video conferencing training and individual/team meeting sessions.

**To apply:** email your cover letter and resume to [nl.fitlife@gmail.com](mailto:nl.fitlife@gmail.com)

The Fit Life Foundation for Child Obesity is proud to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws. The foundation aims to deliver culturally appropriate messages and services to all youth, families and communities.