



Job Title	Administration and Volunteer Coordinator
Reports To	Marketing and Development Manager

Job Purpose

Description

The Administration and Volunteer Coordinator will oversee all aspects of volunteer management and the day-to-day functions of Power Packs Project. The Administration and Volunteer Coordinator must be able to conduct professional business interactions and duties independently and as part of a coordinated team.

Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Oversee all aspects of volunteer coordination including recruitment, scheduling, processing applications and clearances, orientation, and day-to-day volunteer operations for both the Lancaster and Lebanon locations
- Manage all organizational administration including, but not limited to: managing outside vendors, warehouse and office supplies, invoicing/billing, filing, and payroll
- Answering phones and greeting visitors
- Excellent written and verbal communications
- Highly organized and detail oriented
- Superior customer service skills
- Exceptional problem-solving skills
- Data entry for Power Packs participant information
- Ability to work in a fast-paced environment
- Experience and proficiency with Microsoft Office Suite
- Bilingual in English/Spanish is a plus
- Experience with payroll software platforms preferred

Qualifications

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Qualifications include:



- Bachelor's degree preferred, minimum of three years professional administrative experience
- Experience managing and working with volunteers preferred
- Time management and prioritization required
- Must be detail oriented and accurate
- Must have a friendly and professional demeanor
- Interpersonal and relational skills, as well as demonstrating sensitivity to people of varied socio-economic and cultural backgrounds
- Critical thinking and problem-solving skills required

Working Conditions

This position will require occasional evening /or weekend hours for special events in the community. Ability to work outside/inside with varying temperatures year-round. Able to observe, react quickly and adjust to different situations involving team members, customers, volunteers and/or vendors.

Physical Requirements

- Lift up to 40 lbs. repeatedly
- Walk/Stand for prolonged periods of time
- Able to bend, kneel, squat, stand
- Able to lift heavy objects as needed

Direct Reports

None