

Alliance For Bhikkhunis

Volunteer Coordinator Job Description

Position Description:

The Volunteer Coordinator guides and manages the ongoing recruitment of volunteers for the Alliance, a Theravadan Buddhist organization.

Major areas of responsibility include:

- Develop outreach methods to recruit volunteers
- Maintain contact with members of the AFB Board to determine ongoing volunteer labor needs
- Interview prospective volunteers
- Volunteer orientation

Specific Responsibilities of the Job:

As a subordinate to the AFB President, the Volunteer Coordinator's basic duties are to ensure that AFB has adequate volunteer members to assist in the ongoing operations of the Alliance. To fulfill these duties, the Volunteer Coordinator will develop and maintain constant outreach methods to cultivate persons who may be interested in becoming a volunteer for AFB. This may include contact with other Buddhist organizations, internet search, etc.

The Volunteer coordinator will "advertise" for such volunteers based on the needs of the organization as outlined by the AFB Board of Directors. It will be incumbent upon the Volunteer Coordinator to continually assess the needs for each section of the Alliance to ensure the qualifications of each prospective volunteer meets the duties necessary for successful execution of their duties.

The Volunteer Coordinator will make the initial contact with perspective volunteers through phone, email, etc. to determine the desire and qualifications of perspective volunteers. The Volunteer Coordinator will perform an interview with prospective volunteers to ensure qualifications meet the required job duties for positions within the Alliance, unless there is an otherwise mutual agreement with the person within the Alliance who will be supervising the volunteer.

The Volunteer Coordinator will perform a basic orientation of those volunteers who are accepted within the Alliance unless there is an otherwise mutual agreement with the person within the Alliance who will be supervising the volunteer.

The Volunteer coordinator will not be responsible for the supervision of volunteers that are not assigned directly to the Volunteer Coordinator.