



## **VOLUNTEER JOB DESCRIPTION**

### **VOLUNTEER COORDINATOR ASSISTANT**

**LOCATION:** Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902-1369

**NEED:** A Volunteer Coordinator Assistant is needed to support the Volunteer Coordinator in record keeping and recruitment of new volunteers, and in recognition of current volunteers. Working hours are flexible.

**JOB DESCRIPTION:** A Volunteer Coordinator will match the skills of volunteer applicants with the needs of Brookside Gardens' staff and will provide good public relations by conducting all queries regarding volunteer positions in a professional manner. Applications and additional paperwork for volunteer positions will be processed in a timely manner.

#### **DUTIES AND RESPONSIBILITIES:**

- \* Receive applications and forward to the appropriate Departments
- \* Ensure supervisors follow-through on application
- \* Forward accepted volunteer paperwork (application, induction checklist, and appointment form) to the Department of Park's Volunteer Services office
- \* Maintain up-to-date files on all volunteers
- \* Compile volunteers' hours on a quarterly basis and forward statistics to the Volunteer Services office
- \* Recruit volunteers through in-house advertising and local media
- \* Maintain statistics on volunteer applications
- \* Occasionally assist in planning, and attend, special volunteer recognition functions for or with the Coordinator

#### **QUALIFICATIONS AND REQUIREMENTS:**

- \* Ability to read and write English
- \* Ability to work with others
- \* Ability to work independently
- \* Computer skills (word processing and database) would be helpful
- \* Minimum age of 18 years

**TRAINING:** The volunteer will receive on-the-job training. The volunteer may also attend in-house computer training.

**COMMENTS:** For more information, call 301-962-1429, or email [MCP-GardenVolunteer@mncppc-mc.org](mailto:MCP-GardenVolunteer@mncppc-mc.org).