Cross-Cultural Center – Job Description
Volunteer Coordinator
2020-2021

Salary: $13.50/hour (Assistant III)
Reports to: Office Coordinator
# of Positions: 1

**Job Description**

- Recruit and train CCC Volunteers help with the general operations of the center and programming needs to guarantee the success of the mission of the center.
- Maintain VIP (Volunteer and Internship Program) and actively seek Volunteer Interns, in addition to Volunteers, to become Student Coordinators for the following year.
- Plan and Execute Volunteer Appreciations and maintain the volunteer database.
- Monitor, retrieve and accurately forward voicemails on the main CCC phone line.
- Work in cooperation with the CCC staff to distribute fliers, posters & other media to promote CCC sponsored events and other important notices.
- Work with student coordinators and career staff in utilizing volunteers.
- Provide accurate assistance to the Office Coordinator in maintaining CCC databases including data entry.
- Maintain the CCC calendar of events.
- Assist the CCC staff in taking minutes at Friday meetings, conducting special projects including surveys, table coverage and event participation as work schedule allows.
- Coordinate and be responsible for the operation and implementation of the Volunteer program including recruiting, training, and assigning volunteers to be engaged in CCC programs, projects and coverage of front desk.
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- Create “Volunteer of the Quarter” and end of quarter appreciations.
- Assist the CCC in performing general office duties. Including reception, photocopying, faxing, email, facilities’ reservations, checking voicemail, email, filing, mailing, and maintaining electronic mailing lists.
- Provide administrative support to Office Coordinator.