



VOLUNTEER COORDINATOR

FOR RAIN CITY ROCK CAMP FOR GIRLS, SEATTLE WA

Rain City Rock Camp for Girls is seeking a part-time Volunteer Coordinator!

ORGANIZATIONAL OVERVIEW:

Rain City Rock Camp for Girls, based in Seattle, encourages positive self esteem in girls and gender non-conforming youth through music education programs. Each year approximately 300 youth participate in our programs, and over 150 volunteers donate over 7,000 hours of time and services. Our staff is a small and collaborative team that values and seeks diverse team members who are passionate, innovative, collaborative, professional, fun, responsible, and solution-oriented.

ROLE OVERVIEW:

The Volunteer Coordinator serves as the point of contact for volunteers and other vendors working with the organization, as well as office manager through certain administrative duties. This team member reports directly to the Executive Director. This is an excellent opportunity for an ardent multi-tasker with strong interpersonal and administrative skills, attention to detail, computer skills, and enthusiasm for working as part of a team.

See page two for Qualifications, Compensation and Application instructions.

THE POSITION BREAKDOWN:

VOLUNTEER COORDINATION (70%)

Program volunteer coordination

Coordinating volunteers for RCRC programs involves communicating with the Program Director regarding staffing needs, creating and monitoring applications and sign-up forms, publicizing those applications and sign-up forms, interviewing volunteer applicants, communicating with volunteers, training volunteers, facilitating background checks, delegating tasks appropriately to lead volunteers, thanking volunteers, soliciting feedback from volunteers, and other duties. The programs for which the Volunteer Coordinator recruits and manages volunteers are:

- Summer Camp
- South Sound Rocks!
- Ladies Rock Camp
- Amplified Teen Voice

Administrative volunteer coordination

Coordinating volunteers for RCRC administrative tasks involves communicating with the Director of Community Engagement and the Executive Director regarding staffing needs, creating and monitoring sign-up forms, publicizing sign-up forms, following up (including one on one asks) for roles that need to be filled, communicating with volunteers, maintaining volunteer opportunity listings on the United Way website, and other duties. Examples of volunteer opportunities and events coordinated by the Volunteer Coordinator are:

- Newsletter mailings
- Annual appeal mailings
- Annual gala event
- Community partnership events (phone banking, tabling, etc.)

ADMINISTRATIVE SUPPORT/OFFICE MANAGEMENT (30%)

Responsibilities will include:

- Gift acknowledgement.
- Advertising & online marketing (assist).
- Website maintenance & light IT duties.
- Train employees on systems/processes.
- Maintain various documents.
- Maintain accurate and organized files and electronic records.
- Maintain office supply inventory and replace on as-needed basis.
- Respond to general inquires for information from the info@ email account.
- Open and distribute all incoming mail and post outgoing mail, including keeping adequate postage on hand.
- Assist in maintaining an organized, safe, and tidy work environment.
- Oversee information systems, including website, computer networks, and other office systems.
- Handle minor technology issues as they arise and coordinate with our volunteer Tech Director for major issues.
- Assist Executive Director, and other staff as needed.
- Represent RCRC at community and outreach events.

QUALIFICATIONS & EXPERIENCE:

General

- Must have excellent written, oral, and interpersonal skills.
- Must be highly organized and a self-starter.
- Strong multitasking ability required, as well as the ability to meet deadlines. Must pay tremendous attention to detail.
- Special events and community outreach activities can occur in the evenings and on weekends, so a flexible schedule is a plus.
- Familiarity with Microsoft Office, Word Press, Adobe Creative Suite, Google Apps/Docs/Gmail preferred.
- Reliability and punctuality are a must.
- Interest in music, feminism, social justice, and cultural issues a plus.
- Flexible schedule, Monday-Friday during business hours (approx. 3-5 hours weekly, possibly more during Summer Camp/Ladies Rock Camp), with occasional meetings and events on evenings and weekends.
- Bachelor's degree or equivalent combination of education and experience.
- Proficiency in donor databases or willingness and ability to learn new programs easily.
- Experience with trouble shooting technology issues.
- Ability to work well independently with minimal supervision and as part of a team.

Preferred

- Prior volunteer coordination and office management or nonprofit experience.
- Experience with or understanding of the Seattle music scene, or desire to work with musicians.

COMPENSATION CLASSIFICATION:

\$15/hour; 16-20 hours a week

Part time, hourly, averaging 56 hours/month

Estimated possible monthly breakdown of hours:

January: 40

February: 25

March: 50

April: 40

May: 60

June: 70

July: 170

August: 75

September: 50

October: 45

November: 40

December: 25

HOW TO APPLY:

Please visit our website at www.raincityrockcamp.org for more information about RCRC. Email your resume, cover letter, and contact information for three references to natalie@raincityrockcamp.org.

NO PHONE CALLS PLEASE. Position is open until filled. People of color are strongly encouraged to apply. RCRC is an Equal Opportunity and queer-friendly employer.