



JOB ANNOUNCEMENT VOLUNTEER COORDINATOR

About the Organization

A non-profit organization, Achieve Tahoe leads the way in providing adaptive sports and outdoor recreation for people with disabilities and their families. Achieve Tahoe remains dedicated to the belief that sports are a vital part of the process in which individuals with disabilities build health, confidence, and independence. Its programs instill in participants the knowledge that it's not their disabilities, but their abilities that count. Participants will tell you with pride, "If I can do this, I can do anything."SM

Based at Palisades Tahoe at Alpine Meadows in North Lake Tahoe, CA, Achieve Tahoe serves over 700 individuals annually. A team of committed and experienced professionals lead over 200 active and dedicated volunteers and interns. By joining this experienced team, the Volunteer Coordinator will capitalize on Achieve Tahoe's mission and financial success by coordinating a dynamic team of volunteers and interns.

About the Position

Under the direct supervision of the Program Director, the Volunteer Coordinator identifies, recruits, trains, schedules, coordinates, and recognizes volunteers and interns for Achieve Tahoe programs and special events.

Primary duties include:

- Recruiting, selecting and orienting new volunteers and interns.
- Facilitating the training of all volunteers and interns.
- Facilitating all communications with volunteers and interns.
- Ensuring that all program and event activities are staffed according to the needs of the program or event.
- Assigning and scheduling volunteers and interns to program and event activity sessions that match their skills and interests.
- Maintaining documentation of volunteer profiles, training records, and volunteer activity hours.
- Developing, planning, and conducting appreciation and social events for all volunteers and interns.
- Promoting all volunteer opportunities and keeping volunteers and interns informed about the organization.
- Complying with and enforcing all Achieve Tahoe policies and procedures.
- Representing Achieve Tahoe in a positive and professional manner.
- Other duties as assigned by the Program Director.

"If I Can Do This, I Can Do Anything!"sm

Tel: 530.581.4161 | Fax: 530.999.2245 | P.O. Box 8339, Truckee, CA 96162 | www.AchieveTahoe.org
Physical Address: 2680 Alpine Meadows Road, Alpine Meadows, CA 96146



Requirements for the Volunteer Coordinator include completion of High School, or equivalent; at least one year of experience recruiting, scheduling, coordinating and motivating team members; and possess, or have the ability to acquire, a valid Driver's License.

The ideal Volunteer Coordinator will have a college degree and at least three years coordinating 50 or more volunteers and possess meticulous database management skills. They will also have excellent interpersonal, team, and communication skills as well as a passion for coordinating volunteers and interns to further the mission of a nonprofit organization.

The ideal Volunteer Coordinator will have the knowledge, skills, and ability to:

- efficiently use volunteer management software, Microsoft 365 applications and other online tools.
- guide, motivate and show appreciation for volunteers and interns of various ages, backgrounds and skills.
- engage with, gain the respect and cooperation of, and effectively and professionally communicate verbally and in writing with volunteers and interns, staff and external constituents.
- make engaging presentations to groups.
- prioritize work responsibilities, work independently for hours at a time, and adhere to and enforce all Achieve Tahoe policies and procedures.

Compensation pay range starts at \$23 - \$26 per hour, commensurate with education and experience. Health insurance, paid time off, and other benefits included.

Work Schedule is full-time, year-round. The work week will include weekends seasonally.

To apply, please submit a cover letter, resume and Achieve Tahoe employment application to: Cindy Smith, Administrative Director; Cindy@AchieveTahoe.org

For more information, go to www.AchieveTahoe.org.

The position is available immediately and will remain open until filled.

Achieve Tahoe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

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