**Position Title: MRC Volunteer Coordinator Department: Community Impact**

**UNITED WAY OF THE MIDLANDS POSITION DESCRIPTION**

**Revised: 11/1/2021**

**6/24/2024**

**Supervisor: Senior Director of Education & Resiliency Position Status: Regular, Full-Time Subject to an Annual Review**

**Job Classification: Non-exempt**

In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is eligible for overtime. Some evening and weekend hours may be required.

**I POSITION SUMMARY I**

The United Way Midlands Reading Consortium (MRC) was formed to help increase the number of children reading at grade level at the start of fourth grade. By recruiting and training our volunteer community readers to read one-on-one with students throughout the school year, MRC helps children in the program build reading comprehension, literacy, and vocabulary skills. MRC's science, technology, engineering, and math (STEM) component follows the STEM Learning Ecosystem approach to preparing our youth for the global economy through fun STEM afterschool engagements and programming while developing growth and computational thinking mindsets. The program supports Calhoun, Richland, Lexington, Fairfield, Orangeburg & Newberry counties. MRC offers one-on-one reading sessions, guest reading, summer reading camp assistance, and book donations. MRC is a partnership between United Way of the Midlands, school districts within UWM's 6 county footprint, local colleges, universities, and community partners.

The MRC Volunteer Coordinator oversees MRC's volunteer management process. The Volunteer Coordinator ensures that volunteers are properly recruited, screened, trained, scheduled, and actively participating in MRC activities. The coordinator is also responsible for planning and facilitating MRC volunteer workshops in support of MRC's literacy and STEM goals. The Volunteer Coordinator works within the larger Education and Resiliency staff.

**IESSENTIAL DUTIES & RESPONSIBILITIES** I

**Essential Duties:** The MRC Volunteer Coordinator will support MRC volunteer recruitment and community relationship building.

**Responsibilities**

**Manage Volunteer Recruitment, Retention, Screening, and Support (55%)**

* Lead MRC's volunteer recruitment, training, scheduling, and retention efforts
* Research and implement best practices for volunteer recruitment in literacy and STEM programs.
* Develop mutually beneficial relationships with representatives from universities, high schools, nonprofits, and community groups to advance MRC's visibility.
* Develop and maintain marketing materials for volunteer recruitment
* Update MRC volunteer information, availability, and skills in the MRC database.
* Prepare and maintain all documents related to MRC volunteer management
* Work with Resource Development and Communications staff to develop content for social media, newsletters, annual reports, etc.
* Help prospective volunteers navigate the registration and background check processes.
* Manage background checks and volunteer placement in schools.
* Manage data collection and reporting on volunteer hours.

**Training and Event Management (45%)**

* Plan, facilitate, and assess volunteer orientations and workshops.
* Plan, facilitate, and assess the annual volunteer appreciation event.
* Support supply drives that benefit MRC schools.

**IPREFERRED QUALIFICATIONS** I

* Bachelor's degree
* One to two years of working in the educational and/or youth focused arena
* Volunteer coordination skills and experience
* Organizational skills
* Ability to clearly community verbally and in writing
* Ability to work effectively with diverse populations
* Ability to manage multiple tasks
* Ability to work independently and as part of a team
* Proficiency in Microsoft Word, Excel, and PowerPoint

**ICONTACT INFORMATION** I

Qualified applicants should apply at applicant@uway.org