**Applicant Coordinator – ACA Connect, Volunteer Center**



**Service Summary**

The volunteer coordinator is responsible for creating, promoting, and approving volunteer opportunities on ACA Connect, Volunteer Center.

**Knowledge and Experience**

* Ability to connect and engage local volunteers.
* Confident communicator.
* Good writing, editing, and proofreading skills.
* Project management and time management skills.
* Self-motivated with a positive and professional approach to management.
* Committed to advancing diversity and inclusion.
* Creative problem-solving skills.

**General Expectations**

* Create service descriptions and volunteer opportunities.
* Approve volunteer opportunities.
* Draft and/or post volunteer opportunities on ACA Connect.
* Follow Local Council of Leaders (LCOL) Volunteer Center Approval Guide.
* Occasionally, prepare communications for biweekly local office newsletter.

**Essential Responsibilities**

* Attend LCOL and/or committee meetings as needed.
* Help in recruitment of new volunteers, committee members, and LCOL members.
* Communicate with other LCOL members, offer feedback and ideas, give input, etc.
* Attend trainings, meetings, and calls determined by staff and volunteers.

**Time Commitment**

* Serve a 1-year term.
* Attend all relevant LCOL and/or committee meetings. Meetings may be in person or virtual.
* Communicate with staff and volunteers in a timely and professional manner.