



Do Good Program Coordinator

The Volunteer Center of Washington County is hiring!

We're a mission-driven organization **empowering people for social good** in Washington County. We're looking for someone extraordinary to aid our mission and further our cause.

Our **Program Coordinator** is an integral part of our Volunteer Center Team. He/She/They will be a high-energy person willing to be the face of our programs, particularly our signature program, The Do Good Bus! This role is a full-time position, but we are willing to consider splitting into two part-time positions for the right candidates. Flexible schedule is required, including some evenings and weekends.

Here is the type of personality we're looking for

- Must be a self-starter with excellent follow-through. We are a small team that has a huge impact, anything but highly driven will not do well here.
- Must be a strong people-person and very comfortable engaging with people from all walks of life (community members including businesses, volunteers, nonprofits, community members, and sponsors).
- Must have a strong desire to serve and believe that no job is beneath you. The Volunteer Center is all about serving local nonprofits and inspiring the community to do more.
- A do-whatever-it-takes, make-no-excuses attitude. It's just kind of our thing.

To be successful in this role

- You have an understanding of Washington County's nonprofit community. This position works hand-in-hand with our nonprofit partners, so your understanding of and willingness to constantly learn about community issues is critical.
- You exhibit top-notch organizational skills and excellent follow-through. We plan roughly 40 Do Good Bus rides every year, so attention to detail and ability to multi-task is non-negotiable.
- You possess excellent communication skills. This position works closely with the community leaders, businesses, nonprofits, volunteers of all ages, and staff. Effectively written and verbal communication skills are a must.
- You are a creative thinker. We need someone who thinks of the "what ifs" instead of the "why nots."
- You inspire others. In this position, we walk the walk AND talk the talk! A successful candidate won't shy away from public speaking, talking to business leaders, presenting at volunteer fairs, speaking on the radio, or other types of promotions that will represent our organization in a positive way.



empowering people for social good

Specific day-to-day responsibilities and expectations:

- Assist with fundraising and securing sponsorship dollars and supplies. Our wheels couldn't roll without generous underwriters. This role works closely with our Community Engagement Manager to make sure our program is properly funded.
- Plan, coordinate, and effectively communicate all project details, timelines, and timelines between all parties involved, pre, during, and post.
- Organize and gather all supplies and materials needed for the ride. This could include catering, ordering t-shirts, and basic supplies.
- Serve as an engaging and inspiring facilitator and lead the "Do Good Bus" events. Lead exceptional experiences for all involved from beginning to end.
- Able to lift 30 lbs and hike a mile. Much of this job occurs on the volunteer sites. Manual labor and getting your hands dirty is encouraged on rides!
- Recruit and onboard new volunteer bus drivers and work with our bus partners to ensure our bus is properly maintained and ready for every ride.
- Flexibility! The position requires working at least one Saturday per month. Additional weekend or evening hours may occur periodically.
- Familiarity with Google Suite and ability to learn Volunteer Center's registration software (Get Connected, Typeform) and donor database (Little Green Light).

If you're looking for an opportunity that's not just a career, but a mission, please kindly submit your resume and cover letter here: www.volunteernow.net/hiring along with available start date, and wage expectations.