

Volunteer Coordinator

(Suggested Stipend: \$500)

Purpose of the Position: Perform outreach to recruit AAUW members, teachers, parents, students, and community members to serve as committed and passionate volunteers for Tech Trek.

Responsibilities and Duties

- Work closely with the camp director to identify student counselors, dorm monitors, and a health aide or nurse
- Work closely with camp director to manage volunteer applicants and their paperwork/e-documents
- Secure background checks, commitment forms, and medical forms for all volunteers and maintain secure files for this information
- Reach out to AAUW members to serve as dorm monitors
- Stay in contact throughout the planning process with student counselors, dorm monitors, and the health aide to inform them of logistical details
- Collaborate with the camp director to maintain the camp staff database to ensure timely implementation and fiscal control
- Maintain an informal evaluation process with camp director for each volunteer-skills, aptitude, availability
- Reach out to community organizations that require volunteer timr

Qualifications

The volunteer coordinator must

- Be comfortable performing extensive outreach and follow-up with the general public
- Be an AAUW member or be willing to join
- Be a skilled oral and written communicator
- Be highly skilled and proficient with e-mail, Excel spreadsheets, file storage
- Enjoy working with middle school girls and be committed to STEM education

Commitment Expected

Expect 15-30 hours monthly for the months of January-July