



TECH TREK VOLUNTEER COORDINATOR

Description: The Volunteer Coordinators are responsible for advertising open positions, evaluating applications, conducting interviews, and hiring staff. The primary active months are December - August. This role is typically filled by two individuals. The returning Volunteer Coordinator will train the selected applicant throughout the year. Please note that this role has a minimum commitment of two years.

As Tech Trek is a volunteer-run program, the Volunteer Coordinators will receive a stipend of \$500 each at the end of July as a show of appreciation.

Estimation of Responsibilities:

December

- Meet with Camp Director: Get application and interview materials ready, establish interview and hiring procedures, review all intake materials
- Coordinate with website manager to have staff applications uploaded on Feb. 2nd

January

- Returning staff applications open on January 1st and are due on January 30th
- Answer applicant questions
- Advertise open positions with past staff members
- Between January 30th and February 2nd: Approve returning staff applications

February

- New staff applications open on February 2nd and close on March 6th
- Send emails to approved returning staff
- Give returning staff members background checks
- Schedule interviews with new staff members (reach out to schedule the interview within 2 days of the application being received)
- Regularly check virtual paperwork program for new applications

March

- Continue processing new applications until due date on March 6th
- Run background checks for new applicants
- March 20th: Inform applicants of acceptance status and assign background checks
- Send out relevant paperwork to flight chaperones

April

- Send out staff paperwork and remind staff of deadlines (paperwork due May 15th)
- Select Student Counselors for the wearable tech class

May

- Assign remaining Student Counselors to Core Classes
- Send reminders to staff and chaperones to turn in paperwork by the 15th
- May 15th: staff and chaperone paperwork due

July

- Before camp, send all staff information to Tech Trek Treasurer
- Create a folder with staff W9 forms and send to SPF treasurer

August

- Assist with advertising open leadership positions

Monthly Responsibilities:

- Respond to emails and phone calls from volunteers
- Remind volunteers to turn in consent paperwork and background checks



- Monitor virtual paperwork program for paperwork and upload into shared Tech Trek Drive
- Maintain highly organized staff folders for paperwork
- Keep confidential information confidential
- Maintain regular communication with other relevant leadership team members, including the other Volunteer Coordinator
- Keep active record of all staff documentation and correspondence
- Work closely with the Tech Trek Treasurer: regularly monitor paperwork program for expense forms and send to Treasurer
- Create a folder for all Darkness to Light Certificates and send to the Tech Trek Treasurer in July

Qualifications:

- Highly organized and task oriented
- Experience sending professional emails
- Strong skills in utilizing Google Drive, Google Sheets, Google Docs, Excel, Word, etc.
- Proficient in verbal communication (in-person, video conferencing, and phone)
- Ability to be a proactive team member
- Adept at learning new technological programming (for example, Jotform, GoFormz, etc.)
- Detail-orientated

Estimated Time Commitment:

- Months: Primarily December - August
- Hours per week: up to 7

Thank you for your interest in our Volunteer Coordinator position! Our team is very passionate about this program and hopes to hear from you. Please see the following link for our Volunteer Coordinator application: <https://form.jotform.com/252381062630045>

Contact techtrek@aauw-wa.org for questions.