



Project Coordinator Volunteer Position Description

- Qualifications:** Record of successful and dependable volunteering with Hands On Asheville-Buncombe. Good interpersonal skills, leadership qualities, and ability to communicate information to volunteers by phone and email. This role frequently involves delegation of tasks to other people and involves providing instruction, training, direction, and supervision to volunteers. Project Coordinators must be conscientious with reporting and be willing to commit to leading a project for a minimum of 6 months.
- Reports To:** Hands On Asheville -Buncombe Director
- PC Role:** A Project Coordinator is a volunteer who leads other volunteers through their service experience with Hands On Asheville-Buncombe. Project Coordinators are our strongest link to the community and ensure that every volunteer has a positive experience and that real community needs are being met.
- Purpose:** To provide a consistent and dependable contact for the Partner Agency, volunteers, and Hands On Asheville-Buncombe staff. The Project Coordinator leads volunteers through the entirety of their volunteer experience, from taking attendance to recognizing volunteers for their work.
- Major Elements:** Act as Primary Liaison with Agency Partner, Volunteers and Hands On Asheville-Buncombe
- Participates in Project Coordinator orientation to ensure a good basic understanding of Hands On programs and activities.
 - Obtains a basic understanding of Agency Nonprofit's mission and applicable volunteer policies to ensure Hands On volunteers abide by those while on site with the host agency.
 - Recruit volunteers to participate in project.
 - Communicate with Agency Partner to confirm project time, location, requirements, and expectations. Identify and obtain necessary materials (Approved purchases will be reimbursed by Partner Agency).
 - Communicate relevant information to volunteers as needed.
 - Communicate with Hands On staff regarding any concerns, problems, suggestions, questions, changes to the project and volunteer participation.
 - Collect, complete and return appropriate paperwork to Hands On including volunteer attendance and youth waivers.
 - Uphold and enforce the policies of Hands On.
- Time Commitment:** Time commitment varies depending on the actual project being coordinated. Minimum commitment is approximately 2-3 hours in addition to actual project time.
- Screening/Training:** To ensure the best possible experience for our volunteers, we require the following prior to placement at a project.
- **Participation in at least 2 Hands On Managed Projects**
 - **Application**
 - **Reference Check**
 - **Background Check**
 - **Confidentiality Waiver**

*If you are interested in becoming a Project Coordinator for Hands On Asheville-Buncombe please contact our office at 252-HELP or info@handsonasheville to apply.
Thank you for your interest!*