

Literacy Volunteers of Kanawha County, Inc. (LVKC)

Essential Information

Literacy Volunteers of Kanawha County is an all-volunteer non-profit that teaches reading, writing and English as a Second Language for free. LVKC office location is in First Presbyterian Church in Charleston.

Volunteer coordinators are responsible for recruiting and managing groups of volunteers, as well as individual members of a volunteer organization. They must have strong communication and management skills, since they must work with many different kinds of people.

Required Education	High School Diploma or Comparable
Other Requirements	Computer, written and strong communication. A vehicle and driver's license is required in order to reach out to all areas within Kanawha county.

Volunteer Coordinator (VC) Job Description

The volunteer coordinator will ensure that the interests of students and volunteers are served and the volunteer organization remains well staffed. VC will implement the volunteer management software by coordinating the transfer of the current volunteer/student data to the new software program. Individuals interested in volunteer coordination must be detail-oriented and organized, since they may work on many projects at once. They must also be outgoing and communicate effectively with a variety of people. Because he/she works for a mission-driven nonprofit organization, the VC must also adhere to the values of the Literacy Volunteers of Kanawha County, Inc. and convey its purpose to others.

Volunteer Coordinator Duties

Develop a written plan to recruit volunteers. Develop procedures for regular supervision and communication with volunteers. In addition, the VC will develop a manual for use of LVKC office staff and volunteer tutors. The VC will review, revise and document updates to all applicable LVKC policies and procedures related to students and tutors. The VC will write a policy manual for office staff and will provide training to office staff and tutors. The VC will report to the Board of Directors on the required service project, including the project description, the number of volunteers, and the project outcomes. The VC will report on development and improvement of the volunteer tracking system, the current number of student/tutor teams and any outstanding unmatched students and tutors. The system will track the total volunteers' recruited, total volunteer hours worked and total hours students have been tutored. The VC will work with outside agencies to maintain and expand the goals of the organization.

The volunteer coordinator must ensure that individual volunteers feel comfortable with their use of the software and the duties they are required to perform to maintain the software.

Volunteer Coordinator Contract Pay

The Volunteer Coordinator will be compensated up to \$5,400 for up to 40 hours weekly with flexible hours from the date of the contract agreement signing by both parties through September 30, 2020. VC will be required to invoice and provide details of work project completion prior to payment..