PLASTIC OCEAN PROJECT

Title: Assistant Volunteer Coordinator

Position Type: Volunteer

Commitment: Anywhere from 2 to 15 hours per week (includes weekdays and weekends)

Location: Wilmington, NC (or able to travel)

Description: We are seeking an enthusiastic and well organized assistant volunteer coordinator to join our team. This position will work closely with the ED assistant and other departments to align volunteer efforts with Plastic Ocean Project events and other areas.

Roles and responsibilities: (Include but not limited to)

Training/Management:

- Organize and conduct orientation sessions and programs to ensure volunteers are well prepared and informed about their roles and responsibilities.
- Supervise volunteers during the training period and accompany new volunteers to events/opportunities.

Recruitment:

- Develop and implement strategies to recruit volunteers through various channels including social media, community events, and other online platforms.
- Collaborate with existing and developing partnerships to expand volunteer base.

Communication:

- Maintain regular communication with volunteers to keep them informed about upcoming opportunities.
- Send volunteer feedback surveys after events and other opportunities.
- Collaborate with external organizations to expand volunteer opportunities.
- Maintain frequent contact with the ED assistant to identify volunteer needs and opportunities.

Appreciation:

- Recognize and acknowledge volunteers' contribution.
- Send thank you emails to volunteers who helped with events.

Reporting:

- Develop and implement a system to manage volunteer participation, track volunteer hours, monitor feedback, observe retention and record impact.

Core Skills and Qualifications:

- Organized and attention to detail
- Good time management
- Leadership
- Communication/public speaking
- Problem solving skills