



I Turn Research into Empowerment and Knowledge

Volunteer Administrator

Committee:	Management Committee
Location:	Virtual
Job Title:	Volunteer Administrator
Reports To:	Volunteer Coordinator

Type of position: <ul style="list-style-type: none"><input type="checkbox"/> Full-time<input type="checkbox"/> Part-time<input type="checkbox"/> Contractor<input type="checkbox"/> Intern<input checked="" type="checkbox"/> Volunteer	Hours_____ / week <ul style="list-style-type: none"><input type="checkbox"/> Exempt<input type="checkbox"/> Nonexempt<input checked="" type="checkbox"/> N/A
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General Description

The Volunteer Administrator will serve as the link between i-Trek and the volunteers. S/he will concentrate in a specific discipline of volunteer coordination or handle all volunteer coordination responsibilities for the foundation. These responsibilities include handling volunteer paperwork, acknowledging volunteer milestones and assisting the volunteer coordinator.

Essential Duties

- Work with the Volunteer Coordinator to ensure that all volunteer issues are appropriately and legally addressed.
- Post volunteer openings, review resumes and select candidates to interview.
- Screen candidates to ensure that they're qualified for the volunteer opening and then set up interviews with the Volunteer Coordinator.

Work Experience Requirements

- Volunteer coordination knowledge
- Basic computer literacy and some knowledge of word processing software and email
- Proficiency with Google Docs
- Ability to set priorities, multitask, manage time, meet deadlines and be willing to take initiative to ensure a project succeeds as necessary. An impeccable commitment to follow through and attention to detail is a must.

Education Requirements

None

Normal Working Hours and Conditions

- All volunteers are expected to attend monthly committee conference calls and complete and assigned tasks.
- Applicants are expected to have timely responses to email.
- Commitment will not exceed 10 hours per week.
- Volunteers must comply with i-Trek’s Volunteer Code of Conduct (provided shortly after initial interview to all perspective applicants).
- Hours outside of your usual schedule will be expected (some evenings and weekends will be necessary).
- All volunteers should be willing and able to work virtually.

Reviewed By:		Title:	
Approved By:		Title:	
Date Posted:			
Date Hired:			

Equal Opportunity Employer

i-Trek is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.