



Volunteer Recruitment Coordinator Job Description

Volunteer Reports To: Volunteer Program Manager and I Am The Cure Supervisor

Summary: Works closely with the Volunteer Program Manager to recruit, coordinate, and supervise volunteer groups for the Race for the Cure, and volunteer groups for I Am The Cure.

Essential Duties and Responsibilities:

- Recruit, coordinate, and supervise volunteer groups for the Race
- Assist with the coordination of individual volunteers at the Race
- Recruit I Am The Cure volunteer groups by contacting previous groups and also by establishing new groups focusing on diversity
- Schedule and coordinate I Am The Cure volunteer group training before the Race
- Maintain constant communication with I Am The Cure group leaders, including follow through regarding numbers, forms, and commitments
- Coordinate volunteers and roaming teams for the Komen Booth at the Health Expo
- Create check-in sheets for volunteer groups and I Am The Cure groups for the Race
- Direct check-in and organization of I Am The Cure groups and other volunteer groups at the Race
- Assist with Race for the Cure related tasks and other miscellaneous I Am The Cure and volunteer duties as time allows

Requirements:

- Highly organized
- Detail oriented
- Ability to multi-task
- Strong communication skills
- Good time management skills
- Adhere to deadlines
- Currently enrolled at a college or university
- Ability to get along with a variety of people
- Attend the Race for the Cure
- Commit to working 10 hours per week

Benefits:

- All Race volunteers receive a volunteer t-shirt
- Knowledge that you are an integral part of a group that contributes to the promise to end breast cancer forever.

We can't do it without you!