

## **Volunteer & Program Coordinator Job Description**

### **Friendship Circle of Washington**

The Friendship Circle of Washington is a nonprofit organization serving children and families with special needs in the King County area. Our programs aim to bridge the gap between special needs and typical youth, empower special needs youth with the skills they need to live a productive and independent adult life, give parents and families much-needed respite, and nurture a sense of awareness and communal responsibility in our teen volunteers. We provide families and children with special needs a caring community where they are understood, appreciated, and embraced.

Friendship Circle is hiring a part-time (20-25 hours per week) or full time Volunteer & Program Coordinator who will hold a variety of critical responsibilities that support the strength of our programs. The Volunteer Coordinator will be the main point of contact for our over 150 teen volunteers, will be present for all programming and will be a pillar of the success of our programs in many ways. This person should feel motivated and excited about working both with youth with special needs and with typical teens in a program setting and be committed to our values of community and inclusion.

#### **Primary Responsibilities:**

Volunteer Coordination:

- Support teen volunteers through personal outreach and relationship-building throughout the year;
- Manage volunteer RSVP's to programs via text, email and our online system;
- Recruit new volunteers and retain returning volunteers;
- Plan, coordinate and execute volunteer-only events and activities;
- Track volunteer attendance and performance at programs;
- Other duties as assigned in relation to volunteer coordination.

Program Coordination:

- Be present for all programs, including 2-3 Sunday afternoons per month and 2-3 weekday evenings per month from September-May (programs run with the school year);
- Support volunteers and participants during programming;
- Lead social media efforts for the Program Department;
- Assist with planning regular programming;
- Work collaboratively with staff, volunteers and program specialists;
- Evaluate programs throughout the year and adjust where necessary in order to reach organization's goals and best serve our participants and volunteers;
- Assist with clean-up efforts after programs;
- Exhibit flexibility and ability to quickly adjust to meet changing program needs;
- Sensitivity to the Jewish community, as our volunteers think of their involvement with the Friendship Circle as a powerful way to express their Jewish identity;
- Other duties as assigned relating to program coordination.

#### **Desired Professional and Personal Qualifications:**

- Bachelor's degree in a related field; ( not a requirement)

- 1-2 years' experience working in a program setting with children and teens (preference give to those who have experience working with special needs population);
- Demonstrated flexibility to quickly respond to competing demands and changing programs;
- Comfort in interacting with and leading groups of teens;
- Ability to motivate and energize others;
- Self-starter who is exceptionally organized;
- Experience working successfully on small, collaborative teams;
- Big picture thinker who is also detail oriented and who holds themselves to a high professional standard;
- Ability to identify and preempt challenges by working closely with supervisors and staff in a positive, proactive way;
- Excellent writing and organizational skills including the ability to manage multiple channels of communication with families and volunteers including social media, email, text, etc.
- Must be comfortable using cell phone for frequent text communication with teen volunteers.

Salary depends on experience.

Open until filled.

To inquire please send a cover letter detailing your qualifications and interest along with a resume to Esther Bogomilsky, Program director at [esther@friendshipcirclewa.org](mailto:esther@friendshipcirclewa.org)