



Volunteer Coordinator - Job Description

The role of Volunteer Coordinator is extremely important to Ear Candy Charity since this person is a direct liaison between the organization and the community. This position will be responsible for Creating Service Descriptions, Establishing Policies, Leveraging Resources, Communication, Tracking Success, Engaging Company Commitment, and Recognizing Volunteers. Below is a more expanded list to provide a deeper understanding of the role and its great importance.

Creating Service Descriptions

Each must have: Defined Responsibilities, Timeframe, Goals & Expectations

Types: Event / Street Team

Instrument Pick Up / Delivery / Inventory

Teacher Workshops

Grant Writing / Research

Advisory Board

Advocate

Establishing Policies

Program Visit Required

Abuse – Physical/Verbal

Carry a Weapon

Under the influence

Inappropriate dress

Leveraging Resources

Online Applicants

Volunteer Placement Websites

Craig's List

Communication

Consistent/Timely

Database Management

Tracking Success

Hours of Engagement for Tax Purposes

Testimonials

Surveys

Engaging Company Commitment

Fender

Guitar Center

Family Focused Invites

Recognizing Volunteers

Food – When Possible

Cards

T-Shirt

Awards

ADVOCATES