Junior Achievement of Wisconsin, Inc.
Position Description

Title: Volunteer Coordinator – Wausau Area
Department: Northcentral Region
Reports to: Senior Regional Director – Northcentral Region
Status: Part time (15 hours/week)

POSITION CONCEPT: Junior Achievement of Wisconsin, Inc. is seeking a part-time Volunteer Recruitment Coordinator to serve teachers and volunteers in the greater Wausau area. This position offers the opportunity to recruit and develop volunteers for Junior Achievement programming. The Volunteer Coordinator is responsible for developing and maintaining good business relationships. This is also a visible position in the business community offering the opportunity to add fresh ideas to the organization’s resource generation efforts. This position is ideal for a highly motivated, high energy professional with sales ability who is outgoing and a quick learner. Excellent customer service, communication, and presentation skills are required.

PRIMARY RESPONSIBILITIES:
· Work with volunteers and businesses directly for program placement
· Renew commitments of volunteers that are currently utilizing and supporting Junior Achievement programs.
· Market and secure new partnerships with new classroom volunteers.
· Coordinate business volunteers and logistics for high school JA Job Shadows, and JA Career Fairs and JA Excellence Through Ethics.
· Work directly with the JA Business Challenge committee and staff providing volunteer recruitment support.
· Assure quality through monitoring and collection of participant and program information
· Ensure customer satisfaction and program quality through face-to-face, phone and electronic communication
· Coordinate with Education Managers to ensure volunteers are placed and trained for their classroom experience.
· Other duties assigned

EDUCATION/EXPERIENCE REQUIRED:
Bachelor’s degree or experience. Good organizational, interpersonal, and presentation skills. Demonstrated sales and marketing ability. Strong communication and problem-solving skills. Proficiency in computer skills (Microsoft Office) and data management. Capable of working independently. Ability to prioritize tasks. Competency in or willingness to learn computer-based programs. Must have valid Wisconsin Driver’s License.

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.