



## Volunteer Coordinator

PUENTE Learning Center is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 4 to 80+, from preschool to adults, including computer literacy, English as a Second Language, High School Diploma, a charter elementary school, and after school and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community, and serving over 95,000 students in our 35-year history.

Reporting to the Vice President of Advancement, this part-time time position plays a key role in furthering PUENTE Learning Center's mission and vision. The role of the Volunteer Coordinator is highly essential in growing PUENTE's volunteer efforts in the community and engaging local and national volunteers to participate in our wide range of programming. It is the Volunteer Coordinator's responsibility to ensure our program is well run, efficient for staff, external partners and volunteers, and effective in highlighting our mission through community efforts.

### RESPONSIBILITIES

- Recruit, interview, supervise and train volunteers
- Schedule volunteers for ongoing tasks as well as for staffing events
- Track volunteer hours and manage award programs
- Maintain detailed volunteer database information in Raiser's Edge, including entering volunteer hours and maintaining up-to-date volunteer records
- Evaluate volunteers periodically
- Adhere to specific department policies and procedures, especially those noted in the Volunteer Handbook
- Assist in planning and organizing events that include volunteers, including site selection, logistical arrangements, purchasing supplies, promoting events, scheduling and being a point of contact for the event
- Work with program leads to define and create new volunteer opportunities
- Work with community partners like Cal State LA and their volunteer system to recruit student volunteers
- Provide guidance and mentorship to college student summer interns

### ESSENTIAL SKILLS AND EXPERIENCE

- At least 2-3 years in experience in dealing with the public in a service capacity
- High School diploma or its equivalent at the minimum is required
- Strong computer skills required, including proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Adobe Acrobat.
- Proven ability to demonstrate high level of customer/client service and response
- Strong time management and organizational skills that reflect ability to perform and prioritize multiple tasks
- Interpersonal skills and the ability to build relationships with stakeholders
- The ability to work a diverse group of people and identify their skills to provide a mutually rewarding outcome.
- Excellent attention to detail



- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team player
- Comply with schedules and meet deadlines
- A positive attitude is a must
- Commitment to the mission of PUENTE and serving the community
- Bilingual, English/Spanish, with strong written skills is preferred

Salary will commensurate with experience.

To view the full job description, please visit [www.puente.org/careers](http://www.puente.org/careers)

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources. Review of applications will begin immediately. No phone calls please.