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## **Volunteer Coordinator**

We are a statewide nonprofit organization serving more than 2800 children and adolescents. Many of our member families:

- Don't qualify for social services or aid and
- Pay out of pocket for therapies, leaving them without funds to enlist skilled childcare for much needed respite and
- Aren't aware of medical and education programs their children may qualify for

To face this significant gap, WAA arranges rewarding, fun, and unique volunteer opportunities for community members to make a huge difference in the lives of children, adolescents, adults, and their families.

### **What this position means for you:**

- Opportunity for lifelong family and community connections
- A reference point on your resume
- A steppingstone for your career in HR, nonprofit administration, social work, social services, psychology and more!

### **What your services mean to WAA:**

- Opportunity to recruit great volunteers
- Opportunity to match volunteers to children and families in need
- Opportunity to match volunteers to other WAA projects of their choice

### **Responsibilities**

- First and foremost: Appreciate our wonderful volunteers and ensure their experience is rewarding
- Answer questions regarding volunteer opportunities; recruit, interview, run background checks and place applicants for volunteer work
- Conduct and/or arrange for volunteer orientation and training
- Develop a database of external contacts
- Develop, promote, and maintain a wide range of volunteer opportunities within the organization
- Survey staff regularly to assess needs for volunteer assistance
- Ensure volunteers are staffed to support the various areas of operations

- Recommend the most efficient use of volunteers
- Schedule and coordinate all volunteer activity
- Develop and manage volunteer policies, procedures, and standards of volunteer service
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation

### **Qualifications**

- Bachelor's in social service-related field or equivalent combination of education and experience
- The ability to communicate with, supervise, and empower volunteers to be effective in their roles—experience with volunteers preferred
- The ability to work cooperatively with different types of personalities
- Knowledge and understanding of issues and dynamics within autism family support systems
- Commitment to Washington Autism Alliance's mission and vision
- Excellent Time Management
- Personable and Friendly
- Great at returning call and emails in a timely fashion

**Hours:** You will be working approximately 5-7 hours/week.

### **To Apply:**

Interested applicants should submit a resume outlining required experience  
[HR@WashingtonAutismAdvocacy.org](mailto:HR@WashingtonAutismAdvocacy.org)