

Work Study Job Description

Job Title:	Volunteer Coordinator
Organization Name:	InterIm Community Development Association
Location:	Chinatown-International District, Seattle, WA
Pay Rate:	15 - 17 / hour
Employment Period:	Summer
Hours Per Week:	Up to 40 hours per week (Summer)
Contact Supervisor:	Mei Yook Woo
Phone Number:	206-624-1802 ext. 28
Email Address:	mwoo@interimicda.org
Website:	http://interimicda.org/
Street Address:	
City:	Seattle
State:	Washington
Zipcode:	98104

NATURE OF ORGANIZATION

InterIm Community Development Association (CDA) is an affordable housing and community development organization located in Seattle's Chinatown-International District. Our mission is to promote resiliency in Asian, Pacific Islander, immigrant, and refugee communities through culturally and linguistically responsive community building. We envision culturally rich communities where all people thrive, and where they engage and invest in the health and sustainability of their communities. Our programs include affordable housing development, housing stability and homelessness prevention, *the Danny Woo Community Garden, Wilderness Inner-City Leadership Development (WILD) Youth program, civic engagement, and advocacy. The Danny Woo Community Garden is a 1.5 acre edible growing space managed by InterIm CDA. The garden was built in 1975 for low-income API, immigrant, and refugee seniors to grow food and connect with the land in one of Seattle's most urban neighborhoods.

DUTIES AND RESPONSIBILITIES

The Volunteer Coordinator will work under the Danny Woo Community Garden program to recruit and manage volunteers for several construction/repair and repair projects in the garden. Duties include: -Develop, promote, and maintain volunteer opportunities for construction and repair projects. -Ensure volunteers are staffed to support the various stages of construction and repair projects. -Conduct and/or arrange for volunteer orientation and training. -Schedule all volunteer activities. -Recruit, interview and place applicants for volunteer work - Provide ongoing support and guidance for volunteers - Act as a single point of contact for communications - Confer with volunteers to resolve grievances and promote cooperation and interest -Maintain accurate records and provide timely statistical and activity reports on volunteer participation

MINIMUM QUALIFICATIONS

-Proficient in basic computer applications, such as word processing, spreadsheets, and internet usage -Record keeping skills (for admissions and marketing) -Organization and planning skills -Demonstrated capability to effectively communicate orally and in writing -Ability to work well with a diverse group of staff and volunteers -Willingness to adjust hours to accommodate the needs of the job -Ability to effectively manage a wide array of tasks, projects, and responsibilities

EDUCATIONAL BENEFITS

The Volunteer Coordinator position is a great opportunity for students pursuing a career in program management, non-profit administration, and/or project development. This position will provide on-the-ground experience in volunteer management, outreach, and community development within a community-centered non profit organization. The Volunteer Coordinator will work within Seattle's culturally-and linguistically-rich Chinatown/International District, alongside an array of community partners and volunteers.

HOW TO APPLY

Please send a cover letter and resume with three references. Resume packets can be e-mailed to mwoo@interimicda.org. The deadline for applications is Monday, June, 13, 2016 at 5 PM.