



Volunteer Coordinator

Position Description

Perry County Council of the Arts (PCCA) is looking for an enthusiastic and organized **Volunteer Coordinator** to join our team! In this role, you'll play a key part in recruiting, placing, training, and managing our amazing volunteers to support PCCA's programs and events. As the Volunteer Coordinator, you'll be an advocate for PCCA and our volunteer community, ensuring that both the volunteers and PCCA benefit from their contributions. You'll work closely with PCCA staff to understand each program's needs and match volunteers based on their skills and commitment.

Key Responsibilities:

1. Recruitment

- Actively recruit volunteers for specific roles or events (through newsletters, websites, flyers, and word of mouth).

2. Screening & Interviewing

- Review volunteer applications, assess their skills, and ensure their interests align with PCCA's needs.

3. Orientation & Training

- Welcome volunteers to PCCA by providing an orientation, including safety guidelines, a Volunteer Handbook, and relevant forms.
- Coordinate with program staff to provide any additional, role-specific training, depending on the level of the volunteer's commitment.

4. Placement

- Match volunteers' skills and interests with PCCA's needs, such as helping with special events (e.g., exhibition openings, fundraisers, mass mailings) or routine roles (e.g., Gallery volunteer, Landis House docent).

5. Supervision

- Supervise volunteers as needed, while ensuring program staff provide guidance to those working within their programs.
- Regularly check in with both staff and volunteers for feedback and evaluation.

6. Tracking

- Keep accurate records of volunteers' contact details and hours worked for reporting purposes.

7. Recognition

- Show appreciation for volunteers' contributions through thank-you notes, small gifts (with approval), and informal acknowledgments.
- Plan and host an annual volunteer recognition event.
- Assist with selecting a Volunteer of the Year for PCCA's annual award.

8. Promotion Opportunities

- Identify long-term, dedicated volunteers who may be ready to take on more responsibility.

Professional Development:

You'll have opportunities to grow professionally with training in volunteer management, leadership development, and best practices for working with volunteers. You can also request training to enhance your skills in specific areas.



Building Community through the Arts

Additional Expectations:

- Develop an annual **Volunteer Recruiting and Retention Plan** that aligns with PCCA's budget (starting September 1).
- Attend bi-weekly staff meetings to stay updated on upcoming programs and anticipate volunteer needs.
- Draft an article for each edition of PCCA's ArtsReach quarterly newsletter.

Perry County Council of the Arts

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PCCA Gallery: One S. Second Street in Newport

Landis House: 67 N. Fourth Street in Newport

