

Volunteer/ Transportation Coordinator

20 hrs. a week (9-1) with occasional events/trainings that may require flexibility, approximately 1x a month. Promote programs. Recruit and train volunteers. Coordinate volunteers for assigned activities (Meals on Wheels, Transportation, etc.) Assist in marketing, fundraising, recruitment and training. Enter data in to database and pull reports as requested. Office support. Other duties as assigned. Valid driver's license & background check required.

Qualifications-

- Computer skills-Word, Excel
- Community commitment, interest & concern for people
- Articulated support of HELPERS philosophy, goals and objectives
- Participation /involvement in community
- Flexible, team player.

Send cover letter, resume and 3 references to director@barnesvillehelpers.org. Position open until filled.