



## HELP WANTED

JCA

**Title: Volunteer Coordinator**

**Report to: Executive Director**

**Pay: \$13-15/hour, averaging 25 hours per week with additional hours around special events. Benefits include flexible hours and paid holidays**

The Jenkintown Community Alliance works to promote and enhance the Jenkintown business district. As a community organization, we are committed to developing a corps of community volunteers to share skills and time in support of our vision. The Volunteer Coordinator is the front line with community volunteers and must clearly translate our goals and enthusiasm through the community by harnessing volunteer's energies to meet strategic goals. Hours are flexible in order to accommodate volunteer's availability. Hours will increase in preparation for events such as the Sunset Run and Jazz & BrewFest.

Duties include but are not limited to

- Developing an array of volunteer tasks and making certain resources are available for volunteers' activities.
- Recruiting office and event volunteers through multi-media strategies and public venues.
- Developing tasks and projects applicable for interns and volunteer groups.
- Working with Promotions Chair, planning committees and event key-coordinators to assign and orient volunteers. Attend meetings to plan volunteer participation and communication at all JCA events.
- Managing volunteers in the office as well as at all JCA events.
- Recognizing volunteers annually and on event basis.
- Community marketing through participation in events and promotions of local papers, community organizations, school/youth programs, and residential activities.
- Other duties to support the work of the Jenkintown Community Alliance.
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Working for the Jenkintown Community Alliance is a commitment to strategic and community-inspired economic development. The Volunteer Coordinator must have demonstrated understanding and sensitivity to working with residents, volunteers, business and property owners. Exceptional communication skills and demonstrated computer skills required.

To apply, please send a cover letter and resume to Linda Kligman at the Jenkintown Community Alliance, 201 Old York Road, Jenkintown PA 19046.

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