



# Volunteer Coordinator

**Reports to:** Volunteer Supervisor

**Schedule Requirement:** Most of the responsibilities can be done remotely, therefore, it is at the coordinator's discretion to define the schedule that best allows one to complete these tasks. Occasionally, you may have to be in-person or be available during some weekdays/evenings/clinic hours of operation to complete certain tasks and/or address unexpected urgencies and time-sensitive issues.

**Tasks include:**

- Handle all inquiries/screening for new Administrative Volunteers.
  - o Update master volunteer spreadsheet with new volunteers.
  - o Review and process all volunteer applications, including verification of all references.
  - o Submit applications for approval to Practice Supervisor.
- Assist Volunteer Supervisor with their tasks as needed.