



### **Volunteer Coordinator Position**

**Location:** RCF Office (203 East 4th Avenue, Suite 402), various Olympia locations for events

**Hours & Duration:** 10 hours a week, estimated starting date September 25<sup>th</sup>. Flexible scheduling, with the bulk of hours expected in office on weekdays between 10am-5pm.

**Compensation:** \$15 an hour (No paid leave or additional employment benefits). Must have Federal Work Study to apply.

**Training:** Orientation and ongoing training will be provided by RCF staff.

#### **The Rachel Corrie Foundation For Peace And Justice (RCF):**

The Rachel Corrie Foundation for Peace and Justice is established to continue the work that Rachel Corrie began and hoped to accomplish, and to carry out that work with her vision, spirit, and creative energy in mind. We conduct and support programs that foster connections between people, that build understanding, respect, and appreciation for differences, and that promote cooperation within and between local and global communities. The foundation encourages and supports grassroots efforts in pursuit of human rights and social, economic, and environmental justice, which we view as prerequisites for world peace. The current emphasis is Israel/Palestine and related issues.

#### **Position Overview:**

The Volunteer Coordinator supports recruitment, placement, training, supervision, and evaluation of RCF volunteers and interns and provides direction, coordination, consultation, and general support for all volunteer and intern functions within RCF. The Volunteer Coordinator works closely with RCF personnel (staff and board of directors) to identify and develop program and organization needs that can be properly supported by volunteers and interns.

#### **RCF Programs/Events the position may support (but not limited to):**

- Olympia Arts Walk (Fall)
- Boycott, Divest, Sanctions (BDS) workshops and activism
- Gaza Projects
- Fundraising and Development Initiatives
- Major organizational events such as Peace Works (lecture or conference) and biennial Olympia Arab Festival
- Sponsored Educational Events
- RCF Outreach and Tabling
- RCF Committee Management and Functions

#### **Major Responsibilities:**

- Develop, promote, and maintain a wide range of volunteer and internship opportunities within the organization;
- Survey staff regularly to assess needs for volunteer or intern assistance;
- Maintain accurate records and provide timely statistical activity reports on volunteer/intern

- participation;
- Support recruitment, interview, and placement of applicants for volunteer work and/or internships;
  - Conduct and/or arrange for volunteer/intern orientation and training;
  - Maintain volunteer and intern service descriptions for each volunteer and intern assignment;
  - Provide ongoing support and guidance for volunteers and interns;
  - Plan for regular volunteer and intern reviews and evaluation.
  - Facilitate appreciation and celebration of RCF volunteers and interns.
  - Handle telephone, voicemail, written, and email inquiries about volunteer/internship opportunities.

**Qualifications:**

- Demonstrated commitment to the RCF mission;
- Desire to work in non-profit setting;
- Excellent written, verbal, and interpersonal communication skills;
- Good organizational skills, self-motivation, attention to detail, and ability to prioritize tasks according to deadlines;
- Proficiency with Microsoft Office, Google Drive and Google applications, and/or databases;
- Must be student with Federal Work Study, preferably on work study for entire academic year.