

Volunteer Coordinator Description and Agreement

Qualifications

- a. Meet all the requirements of a Volunteer at the Marine Gift Shop.
- b. Ability to supervise volunteers.
- c. Be proficient with Microsoft Office (Word, Excel, and Publisher) and be willing to learn additional applications as needed.

General Responsibilities

- a. Report to the **Director of Operations and/or Assistant Manager**.
- b. Read and sign this Volunteer Coordinator Description (to be kept in the personnel file).
- c. Schedule at least eleven shifts per month including one full Saturday (considered 3 shifts).
- d. Attend scheduled Marine Gift Shop Associate and Volunteer meetings.
- e. Notify Assistant Manager when unable to meet work commitment and communicate any planned leave dates.
- f. Adhere to the Marine Gift Shop dress code while working in the Marine Gift Shop.
- g. Comply with regulations outlined in the Marine Gift Shop Standard and Daily Operating Procedures.
- h. Complete cash register training and be competent in usage.

Specific Responsibilities

- a. Be familiar with and carry out the Volunteer Coordinator Standard Operating Procedures.
- b. Schedule volunteers to work in the shop, to work shipments, special events and inventory.
- c. Coordinate volunteers for the weekly Newcomer's Brief.
- d. Be knowledgeable about Marine Gift Shop inventory in order to answer customer and volunteer questions.
- e. At the end of each month track volunteer hours and report them to the **Director of Operations or Board of Supervisors President** and MCCS. At the end of the calendar year, track hours with the Presidential Volunteer Program and MCCS for awards.
- f. Be proficient with managing the volunteer Facebook page.
- g. Plan and carry out regular training dates for volunteers.
- h. Work with staff on the volunteer appreciation parties and gifts.
- i. Keep shop morale high.

Associate Date

Director of Operations Date