

Volunteer Coordinator Opportunity at the Ludington Area Center for the Arts

Responsibilities:

The volunteer coordinator recruits, selects, trains, coordinates, and retains volunteers for the Center for the Arts. As part of this role, the coordinator:

- ensures a welcoming experience for all Center volunteers
- communicates with Center staff and committee chairs to assess needs for the various activities of the Center: programs, fundraising events, facilities, office, gift shop, and more.
- maintains and update volunteer database and files
- works with the volunteer committee chair and others on the volunteer committee
- must enjoy working with people and feel comfortable supervising other volunteers.

Skills needed:

- Organized, confident, patient, friendly, and outgoing
- Comfortable interacting with children and adults
- Able to communicate clearly with tact and patience
- Adept at anticipating and planning for volunteer needs
- Works well under pressure

Benefits of joining the team:

- Knowledge of Center environment, including events, exhibits and programs
- Work alongside Center staff
- Invitation to regular volunteer events
- Develops leadership skills

Commitment Required: The Ludington Area Center for the Arts is open Tuesday-Saturday, noon to 5:30 p.m. so we're looking for a few people to cover at least one day a week, with a minimum commitment of 3-4 months.