



# 4T'S TEACHING TEENS TO THINK

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## JOB SPECIFICATIONS

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<b>POSITION:</b>	<b>VOLUNTEER EVENT COORDINATOR</b>
<b>REPORTS TO:</b>	<b>ADMINISTRATION ASSISTANT</b>
<b>LOCATION:</b>	VIRTUAL / WFO (WORK FROM HOME)
<b>STARTING TIME:</b>	1-2 HOURS A DAY PER WEEK
<b>ENDING TIME:</b>	REFER TO "STARTING TIME"
<b>POSITION TENURE:</b>	ONE YEAR
<b>START DATE:</b>	IMMEDIATE

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## OVERVIEW

4T's – Teaching Teens To Think Fundraising Coordinator position is responsible for creating positive cash flow to fund its programs.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Schedule, coordinate and support workshop, panel discussion and fashion show events.
- Orient all volunteers to their respective positions.
- Track the impact that volunteering for 4T's events have on volunteers using surveys, interviews, or other best practices.
- Ensure that volunteers, guest panelist and talent are all recognized and thanked appropriately for their contributions by sending thank you cards and recognizing anniversaries of service.
- Help design and coordinate staff and volunteer Appreciation annual events.
- Communicate with 4Ts administration to manage and secure volunteers.
- Develop and distribute outreach information and literature to the community about volunteer opportunities with 4T's.
- Attend outreach events as directed by 4Ts administration.
- Schedule and manage volunteers for 4T's events.



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## REQUIREMENTS

- A commitment to 4T's Teaching Teens To Think mission and operating principles.
- Experience for at least one year coordinating and supervising volunteers.
- Warm, friendly, good conversational skills.
- Very organized and detail oriented.
- Able to articulate 4T's mission.
- Comfortable speaking and presenting in front of groups.
- Familiar MS Office, and databases.
- Excellent organizational and management skills.
- Excellent communication skills both verbally and in writing.
- Ability to work well in a team.
- Ability and desire values working as a team, relationships and giving and receiving honest feedback.