



P.O. Box 26182 • Lansing, MI 48909  
**517.483.6680**  
**www.TriCountyTRIAD.org**

A 501(c)(3) Nonprofit Organization

## **Volunteer Position Description- Volunteer Coordinator**

Tri-County TRIAD is excited for the 18<sup>th</sup> annual No Senior Without Christmas (NSWC) event coming up December 6, 2018. This beloved event would not be the success it is without the dedicated volunteers, law enforcement, and fire personnel working so hard to buy, pack and deliver 350 boxes of cheer to the needy, home-bound older adults in the Tri-County region of Ingham, Clinton, and Eaton counties. We are gearing up now to start planning this year's event and there are several opportunities to be involved. Join the NSWC Planning Committee to help make NSWC 2018 a success!

**Position Title:** Volunteer Coordinator

**Position Description:** Volunteer Coordinator will work closely with the NSWC Planning Committee to coordinate all aspects of NSWC volunteer recruitment and assignments. Responsibilities include recruiting lead volunteers and developing and implementing a system to assign volunteers to tasks as they register day of NSWC.

**Qualifications:** Must have some experience managing volunteers, proficient in Word and Excel, have strong organization and planning skills, ability to work well with a diverse group of volunteers, and enjoy and excel at working independently.

**Hours:** 2-4 hours per week. Must be present at NSWC Planning Committee Meeting on November 5, 2018 at 2:30 pm (2 hours) and day of event, Thursday, December 6, 2018.

**Reports to:** NSWC Planning Committee Co-Chairs

**Start Date:** Immediate

**End Date:** December 6, 2018

**To Apply:** No need to send us your resume! Please just send us an email (or letter) telling us about you and why you are qualified for this position.