



JUNIOR LEAGUE OF BUFFALO
Women building better communities

JOB DESCRIPTION

Title: **Literacy Volunteers Project Co-Chair - VOLUNTEERS**

Duties:

- Act as primary liaison to all League committee members to include: general volunteer management, scheduling, hours tracking, training coordination, point of contact for concerns/complaints/problems, and administration of ongoing committee satisfaction surveys
- Assist Project Chair with writing and delegation of communications (Junior League Weekly E-mail, Website and Perspectus)
- Update Literacy Volunteers Drop In Center Schedules with MS Excel
- Maintain ongoing e-mail and phone contact with committee members
- Work with Membership VP as required for member issues

Time Involvement:

- Coordinate and attend all Literacy Volunteers Orientation Sessions for League committee members
- Attend monthly project leadership meetings
- Attend Community Council meetings, as scheduled by Community VP
- Average of 3-5 hours weekly

Experience:

- Would suggest this position for a member who is interested in working within the community but prefers administrative to direct service assignments. Strong organizational, communication and attention to detail. Dedication to member satisfaction and ability to manage volunteers effectively necessary. Basic computer skills are required including a working knowledge of MS Excel, MS Word and command of e-mail communications.