

VOLUNTEER ACTIVITY COORDINATOR

Position Summary:

The Volunteer Activity Coordinator is responsible developing and coordinating social activities at the café and in the cat lounge. Must exercise patience in training and working with people with different abilities. Reports to the café manager/executive director. Stellar customer service skills are a must!

Qualifications:

- Comfortable with being around people of all abilities
- Ability to assist with training staff, recruiting and coordinating volunteers
- Good customer service skills
- Able to follow directions, and comply with procedures
- Must be able to complete training if required
- Able to work with minimal supervision
- This position will require standing and use of hands and arms
- Must be able to lift up to 40 lbs and bend and twist from the waist
- Must have excellent verbal and written communication skills
- Background check required
- Liability waiver required

Duties:

- Develop a variety of social activities for people of all abilities at the café
- Schedule people to lead and/or assist with the activities
- Cultivate/maintain relations with community members and agencies that can offer activities at the café
- Submit a schedule of activities, fees, and budget for supplies to café manager/executive director for approval

Depending on skills and/or time availability:

- Promote with media and customers
- Develop promotion flyers/materials in coordination with café manager/executive director

Expectations:

To foster a work environment of comfort, satisfaction, and achievement for staff and customers, the Calico Cat Café & Bakery seeks to hire employees whose actions reflect:

- Compassion, respect, and common courtesy for all people
- Honesty, integrity, and ethical behavior
- Teamwork among employees, volunteers, donors, and others
- Competent, motivated, and goal-oriented employees
- Commitment to the mission of Community SEEDS and the communities in which we live and work