

Peer Mediation and Skills Training (PMAST) Volunteer Coordinator

Peer Mediation and Skills Training (PMAST) is a not-for-profit organization dedicated to providing youth, families and communities with the skills to manage conflict where they live, learn, work and play.

Volunteer with us for a couple hours a week without leaving home – PMAST operates on a virtual basis. We are looking for a one-year commitment with individual flexibility to work around your schedule. It's a great way to network, build your skills, and give back to your community. Pro-bono work looks great on any resume - especially in today's competitive world! This is an excellent way to enhance and develop your skills for professional development.

We are looking for a volunteer to recruit new volunteers and coordinate the PMAST volunteer team with various committees and events by conveying the organization's purpose to the public. A successful volunteer coordinator should be meticulous about keeping records and passionate about volunteer work. They should uphold the values of our organization while ensuring the comfort of our volunteers in their positions.

Volunteer Coordinator Responsibilities:

- Recruiting, training, and supervising new volunteers.
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database.
- Using marketing tools such as outreach programs, e-mails, and volunteer databases.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.
- Organizing training and leading on-the-job training.
- Keeping schedules and records of volunteers' work.
- Preparing codes of conduct and operating procedures to uphold the organization's values.
- Ensuring the organization's purpose is conveyed to the public.

Volunteer Coordinator Requirements:

- Experience in volunteering and recruitment.
- Working knowledge of databases.
- Excellent communication and interpersonal skills.
- Excellent organization and team-building skills.

Interested applicants please email resume and brief description of why you would like to be part of PMAST's team to:

Brenda Christie at Brenda@pmast.org

For more information on PMAST go to our website at

<https://pmast.org/>