

YGW Volunteer Manager Job Description

The Yeshiva of Greater Washington is an orthodox Jewish high school and college program on two campuses in Silver Spring and has been serving our community for almost 50 years. The Yeshiva is looking for an outgoing, people oriented, problem-solving **volunteer** Volunteer Manager who can succeed in our fast-paced and friendly office environment.

The YGW Volunteer Manager will serve an important role in actively recruiting new volunteers from the broader community and will work with parent volunteers to fill a wide variety of opportunities within the school setting on two campuses as well as for special events.

This position is ideally suited for individuals looking for a meaningful experience, professional development and seeking an opportunity to help with a long-time community asset.

Responsibilities:

- Recruit new volunteers on an ongoing basis, and maintain an effective database of them;
- Work with existing volunteers to match them to volunteer opportunities;
- Work with staff to assess where volunteers could be effectively utilized on a weekly basis;
- Screen new volunteers for skills and suitability;
- Manage the volunteers to ensure that the tasks are being done well, and that the volunteer is appropriately placed and trained;
- Work with the Development Department to set up a recognition program for the volunteers.

Qualifications:

- Detail oriented and organized;
- Familiar with Word, Excel, social media, and the internet;
- General office skills and a good telephone manner;
- Able to effectively convey the message and mission of YGW;
- Must be comfortable and respectful of the values in a traditional Jewish environment;
- Outgoing and friendly personality with the ability to communicate effectively.

This is a part-time volunteer position of approximately 10 – 15 hours per week. Part of the time you will need to meet with staff on campus and part of the time the work can be done from home. You will need a computer and access to the internet from home.

To apply, send your letter of interest detailing your relevant experience and resume, if you have one, to Donna Goldman, Development Coordinator at dgoldman@yeshiva.edu.