



**Position Title:** Volunteer Experience Administrator

**Number of Positions Available:** 1

**Purpose:** Support and promote a positive Volunteer Services experience for staff and volunteers.

**Location:** Cleveland Sight Center

**Key Responsibilities:**

- Maintain organization of collateral. Replenish needed materials and communicate inventory changes to appropriate staff members.
- Assemble materials for upcoming volunteer orientations and DIAD volunteer opportunities. Document preparation of materials in Microsoft Outlook calendar.
- Support engagement of CSC Volunteers as needed.
- Assist the volunteer department in completing department relevant tasks. Provide support to a variety of volunteer requests as appropriate.

**Qualifications:**

- Understanding of and belief in Cleveland Sight Center Volunteer Services Mission. Willingness to educate oneself related to volunteer engagement. Ability to learn and understand CSC's volunteer culture, projects and goals.
- Attention to detail with excellent written and verbal communication skills.
- Proficiency in Microsoft Office programs.
- Data entry/data management experience preferred.
- Desire to collaborate. Ability to work autonomously and as a member of a team.
- Ability to work with and appreciate diverse populations. People-oriented with a focus on relationship building.
- Ability to work effectively in an office environment (including sitting, standing and working on a computer for extended periods of time).
- Successful completion of a background investigation.
- Strict adherence to HIPPA and confidentiality

**Commitment:**

- Ongoing: 2 hours weekly
- Position scheduling flexible to applicant needs within M-F 8:30a-5:00p timeframe.

**Age Requirement:** 16+

**Dress Code:** Business Casual

**Training:** Volunteer Orientation & Volgistics Database Training as needed