

VOLUNTEER COORDINATOR is a leadership position in Laundry Love Fort Worth, scheduling and coordinating skilled volunteers to ensure each weekly event runs efficiently and smoothly.



LAUNDRY LOVE FORT WORTH

POSITION	Volunteer Coordinator, Part Time, Hybrid (remote and on site)
PAY	\$18 - \$20 per hour depending on experience
RESPONSIBLE TO	Founder/Executive Director
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none">● Experience in supervision, motivation, recruitment, and retention of volunteers.● Belief in the mission of Laundry Love Fort Worth and their programs.● Ability to communicate with people from all walks of life.● Must be available to work 2 full Saturdays per month● Social media savvy to help promote Laundry Love of Fort Worth to the community.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none">● Leadership skills● Organizational skills● Communication/networking skills● Not required- But a degree, coursework or related work experience or interest in nonprofit administration/ management is a plus.● Previous employment experience using databases/Microsoft Tools.● Bilingual in Spanish is a plus.
KEY RESPONSIBILITIES	<ul style="list-style-type: none">● Recruits, trains and supervises all volunteers for in-person and outside Laundry Love events.● Schedules volunteers for the in-person monthly laundry events and ensures all areas are sufficiently staffed for the entire event.● Empower, lead, and set goals/tasks for staff and volunteers.● Maintains all volunteer records and reports all hours monthly.● Schedules volunteers for outside fundraising or other events.
RELATIONSHIPS:	<ul style="list-style-type: none">● LFW Founder, Program/Event Specialist, Volunteers and Clients

[More About Laundry Love](#)

For consideration, please submit resume and cover letter to
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