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.
- 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