

# FREE GEEK



1731 SE 10th Avenue, Portland, OR

Tuesday - Saturday 10am - 6pm

## Free Geek is Hiring a Volunteer and Front Desk Coordinator!

Free Geek is a 501(c)(3) non-profit organization that recycles technology to provide computers, Internet access, education, and job skills training in exchange for community service. Free Geek currently has approximately 550 active volunteers engaged in its volunteer programs.

This position is two-pronged. As the Volunteer and Front Desk Coordinator, you will be responsible for organization-wide volunteer coordination at Free Geek. In addition, you will be responsible for Front Desk oversight (including supervising volunteer interns and paid staff), maintaining an appropriate balance of coordination and hands-on involvement.

### Organization-wide Volunteer Coordination:

- o Assist in recruitment, screening, orientation, and placement of Free Geek volunteers and volunteer interns
- o Assist Free Geek staff in writing volunteer job descriptions for needed tasks in their area, including intern job descriptions
- o Screen and place community service volunteers
- o Develop diversity access to our programs
- o Coordinate volunteer appreciation, including events
- o Coordinate volunteer orientation tour and trainings
- o Coordinate and schedule group volunteering
- o Respond to volunteer email inquiries

### Salary/Benefits

- o Salary is \$30,000 per year.
- o 3.6 weeks paid time off per year (combined vacation and sick time, based on an assumed 37 hours work week).
- o Health care, dental, and vision plan.
- o Employer-matching retirement plan

### Work Hours

- o Four and a half to five days per week, Tuesday through Saturday, 9:30am to 6:30pm, some evening or morning meetings, with some flexibility.

### To Apply

- o **To apply, e-mail your cover letter and resume to [jobs@freegeek.org](mailto:jobs@freegeek.org), detailing your volunteer coordination experience and any other pertinent information.**
- o We will be contacting a small group of candidates via e-mail to take a tour of Free Geek prior to being interviewed.
- o *Deadline to apply: 6 PM on Saturday, October 22nd, 2011*

- Develop, maintain, and improve volunteer policies and procedures
- Work on volunteer discipline issues
- Maintain and improve upon our volunteer record keeping processes
- Perform a needs assessment
- Volunteer feedback (both ways, making sure staff are providing feedback to volunteers, and vice versa)
- Lead the committee that oversees aspects of volunteer coordination, provides avenues for volunteer feedback and appreciation, and creates a welcoming, accessible environment for all volunteers and donors.
- Advise and train staff on volunteer coordination best practices

### **Front Desk Coordination:**

- Recruit/supervise/coordinate volunteer Front Desk Interns
- Train incoming NPA's (non-profit apprentices)
- Coordinate outgoing message regarding changes in normal operations, e.g. voice mail outgoing message, appropriate signage, email correspondence to volunteers, etc.
- Work some shifts at the Front Desk, including
  - Greet visitors, prioritizing lobby visitors appropriately
  - Answer a multi-line phone, check & relay messages to appropriate places
  - Accept & process monetary donations
  - Perform data entry
  - Process till at the end of the day
  - Schedule volunteer shifts accurately
  - Make reminder calls to volunteers for upcoming classes
  - Print volunteer handouts daily
  - Maintain a steady stream of available coffee for volunteers

### Desired Qualifications:

- Minimum 2 years of experience in volunteer coordination/management
- Experience managing other staff
- Friendly, outgoing personality
- Patient and courteous
- Likes working with people
- Detail oriented
- Excellent written and verbal communication skills
- Empowered and self-motivated organizer
- Comfortable using computers, possesses the ability to learn how to use Free Geek communication tools, including wiki, RT, database, etc.
- Maintain professionalism in an informal environment
- Ability to work and communicate well in a collectively-run organization
- Ability to work in a consensus decision making process related to staff and policy issues
- Not afraid to ask questions, but able to work on projects almost entirely without supervision
- Able to remain flexible as Free Geek grows and changes

December 28, 2012 · [Front Page](#), [Jobs](#), [News](#) · [Edit](#)