



Volunteer Coordinator (VolTran)

Job Announcement

Background: VolTran (Volunteer Transportation) is a nonprofit organization that provides transportation to older adults and those with disabilities in our community. This position also works with other partner organizations of the Regional Transportation Collaborative in the five counties of Fauquier, Rappahannock, Culpeper, Madison and Orange.

VolTran is hiring a part-time Volunteer Coordinator in charge of overall volunteer recruitment, onboarding, training and management of new volunteer drivers. Additionally, the Coordinator will conduct activities for building and maintaining relationships with all drivers. Individual will make presentations to large and small groups in the community to build program awareness. Attends various outreach community activities. Routine duties are performed independently and reported to the Board.

Part-Time: 25 hours per week, \$25 hourly rate. Position is for six months with option to extend. Hybrid job; office space available in Warrenton (1-2 days weekly) or work from home. Attend occasional weekend event.

Knowledge, Skills, Abilities: Knowledge of community resources and needs of older adults and/or persons with disabilities. Knowledge of volunteer recruitment. Strong interpersonal skills. Focused and well organized. Proficient with Microsoft office and social media platforms. Ability to adapt to evolving needs, and maintain a positive, problem solving attitude. Previous experience in a nonprofit organization is a plus.

To apply, send Resume to voltranpresident@gmail.com

VolTran (Volunteer Transportation), P.O. Box 3178, Warrenton, VA 20188

www.voltran.org