

CREAR Volunteer Coordinator Position and Description

The primary role will be to assist in the hiring of interns and welcoming both individual and group volunteers to Samara. From maintaining communication and answering numerous questions, as well as organizing all logistical details including homestays and excursions, the Volunteer Coordinator will work directly under the ED & will hold strong communicative & organizational abilities to ensure that traveling and working amongst CREAR is beneficial on both ends. The Volunteer Coordinator will also actively engage in growing CREAR's Community Volunteer & Internship Programs via strategic marketing & excellent customer service.

Job responsibilities include, but are not limited to, the following:

INTERNS AND COMMUNITY VOLUNTEERS:

- Coordination of logistical details involving the CREAR Internship Program including:
 - First email send with application and initial volunteer information;
 - Follow-up emails and responses to questions;
 - Skype interview with applicant and preparation of summary for the ED;
 - Scheduling activities and trips for interns (if applicable);
 - Coordination of housing and airport transport for interns;
 - Invoicing and tracking payments from interns;
 - Maintain spreadsheet including logistical details: arrivals, departures, payments, projects etc.;
 - Aid ED with project management timelines and overseeing the internship program;
 - Aid in website updates as applicable
- Coordination of Community Volunteers including, but not limited to, the following:
 - Follow-up emails and responses to questions from guides;
 - Organizing housing and transport;
 - Scheduling activities for groups: surfing, kayaking, hiking etc.;
 - Upsell package benefits such as kayak tours, surf lessons, etc.;
 - Creating itineraries for volunteer groups with the ED;
 - Maintain relationships with companies and organize transportation, tours, etc.;
 - Invoicing and tracking payments from Community Volunteer groups;
 - Actively recruit new Community Volunteer groups via strategic marketing;
 - Designing community service projects:
 - Visiting potential sites;
 - Setting budgets;
 - Organizing materials;
 - Overseeing projects and activities while group is on-site and in country;
 - Aid in website updates as applicable

ADMINISTRATIVE & MARKETING TASKS:

- Aid ED with various administrative and coordination tasks;
- Aid ED and Marketing contractor with overall Marketing strategy, including, but not limited to, the following:
 - Creation of blog posts
 - Creation of donor relations materials
 - Creation of event advertising
- Maintain organization's social media presence: Instagram, Facebook, Twitter & utilize interns to aid with these tasks when present;
- Work closely with the ED to support existing relationships with our individual donors, board members, foundations, and corporations to increase funding base;
- Research current and potential new funding opportunities and strategize future fundraising efforts;
- Be a good steward for future programs via proactive participation and planning;

QUALIFICATIONS:

- Fluency in English & Spanish
- Able to collaborate with others and work in a team
- Ability to work with limited resources
- Flexible and good at problem solving; willing to think of creative solutions
- Strong written and oral communication skills
- Strong organizational skills
- Motivated

SCHEDULE, PAYMENT & BENEFITS:

- Salary will be paid hourly and will be determined commensurate experience
- This is a part time position; however the Volunteer Coordinator will be expected to work extra hours when the Community Volunteers are on site

If interested, please send a resume and cover letter to Andrea Keith, Executive Director:
info@asociacioncrear.org