



**Job Title:** Volunteer Coordinator  
**Reports to:** Director of Education & Community Engagement  
**Location:** Nashville, TN  
**FTE Status:** Full Time, 40 hours, generally 8:00am-5:00pm  
**Compensation:** \$50,000-\$60,000 depending upon experience, paid time off, generous health benefits, 401k match

## **COMPANY SUMMARY**

Junior Achievement of Middle Tennessee (JAMT) helps inspire and prepare young people to succeed in today's global economy. JAMT connects schools and businesses through hands-on programs that teach students about business, entrepreneurship, financial literacy, career readiness, and civic responsibility. Through these programs, JAMT works to reach several important goals:

- To motivate and inspire students to see why education matters and help them make smart choices about their future education and careers.
- To teach students the skills needed to be successful in any job, such as problem-solving, creativity, and teamwork, while encouraging innovative and entrepreneurial thinking.
- To develop financially literate youth so they can make responsible financial decisions as adults.
- To increase student understanding and appreciation of their civic rights and responsibilities to contribute to their communities.

Junior Achievement of Middle Tennessee is a local affiliate of JA USA, the nation's oldest and largest economic education organization with over 105 years of experience. The organization supports programs across 23 counties.

## **POSITION CONCEPT**

The Volunteer Coordinator helps support JAMT's mission by recruiting, scheduling, and stewarding volunteers who help deliver Junior Achievement's learning experiences. This role works closely with the education team and connects with community partners, companies and individual volunteers make sure every program has are fully staffed with high-quality, mission-aligned volunteers.

The ideal candidate is organized, friendly, and enjoys working with people. They should feel comfortable handling many schedules and tasks in a fast-paced nonprofit environment.

## **PRIMARY RESPONSIBILITIES**

### **Volunteer Recruitment**

- Work with the Director of Education & Community Engagement to recruit volunteers from companies, community groups, colleges, and the general public

- Build positive relationships with community partners and volunteer groups
- Guide new volunteers through onboarding, including orientation sessions and required paperwork
- Work with education staff to understand volunteer needs and schedule volunteers accordingly
- Partner with marketing staff to include volunteer needs in promotional materials
- Create resources that explain why volunteering with Junior Achievement matters
- Attend and participate in corporate and college service fairs in the Greater Nashville area

### **Volunteer Scheduling & Coordination**

- Make sure each program has enough volunteers every day
- Help match volunteers with programs that best fit their skills and interests
- Share important event details with volunteers before programs take place
- Keep volunteer information accurate and organized using established systems

### **Volunteer Training & Preparation**

- Lead volunteer orientation sessions when needed
- Make sure volunteers feel prepared before working with students
- Offer on-site support during programs and events when needed

### **Volunteer Retention**

- Communicate regularly with volunteers and respond quickly to questions or concerns
- Thank and recognize volunteers for their time and support
- Review volunteer feedback to find ways to improve their experience
- Work with marketing staff to highlight volunteer recognition in marketing materials and on social media

### **Program Support**

- Help with program day setup, volunteer check-in, and logistics
- Support a positive experience for both students and volunteers
- Be willing to step in and work with students if a volunteer cancels at the last minute

### **QUALIFICATIONS & SKILLS**

- Bachelor's degree in a relevant field or equivalent experience.
- One to two years of related work experience in the fields of volunteerism, people management or customer relations.
- Valid Driver's License and vehicle to commute to external community meetings and schools.
- Strong interpersonal and communication skills to engage with a diverse range of volunteers.
- Excellent organizational skills and attention to detail to manage multiple recruitment processes simultaneously.
- Ability to work independently and collaboratively with teams and stakeholders.

- Familiarity with volunteer management software and databases is a plus.
- Knowledge of applicable laws and regulations related to volunteer screening and background checks.

This job description is meant to provide a general overview of the responsibilities and qualifications for a Volunteer Coordinator role. Specific duties and requirements may vary depending on the organization and its needs.

#### **EEO POLICY**

JA of Middle Tennessee's success depends on our ability to create a diverse, equitable, and inclusive environment. We are committed to attracting, developing, retaining, and promoting a diverse workforce and infusing DE&I throughout our internal practices. Every JA USA employee brings unique talents to our work. We encourage people from underrepresented backgrounds and all walks of life to apply.

#### **BACKGROUND CHECK**

This position is subject to the successful completion of a background check and verification of educational credentials listed on the applicant's résumé.

**ADDITIONAL INFORMATION** This position description does not state or imply that these are the only duties to be performed by the employee. This document does not create an employment contract, implied or otherwise, beyond an at-will relationship.

**HOW TO APPLY** To apply, please send your résumé and cover letter—including a paragraph about why you are interested in this job and the unique skills you bring—to the Director of Education & Community Engagement at [JAMT\\_hr@janash.com](mailto:JAMT_hr@janash.com). Incomplete applications will not be considered.