



CORAL BAY COMMUNITY COUNCIL

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Coordinator of Volunteer Services – Part Time – Position Description and Job Posting

To apply: Please e-mail your resume and a cover letter describing your qualifications for this position, days/time available, and compensation requirements to cbcc@coralbaycommunitycouncil.org using subject header “Volunteer Coordinator”.

This position is a part-time professional position at the Coral Bay Community Council for someone who can work flexible hours out in the community and at their home or the CBCC office.

Organizational Purpose:

The Coral Bay Community Council (CBCC) is a nonprofit agency located in Coral Bay, St. John, USVI, which undertakes projects funded by federal grants and other sources for the good of the community and the protection of our natural resources, and engages local residents and property owners in participating in environmental protection and community building. Post hurricane, CBCC is also involved in various Hurricane Recovery projects. **Website:** www.coralbaycommunitycouncil.org

The Coordinator of Volunteer Services will:

Create & maintain a roster of volunteers in the community and lead them on projects.

Identify volunteers’ skills/interests, and expand the list through outreach.

Create and maintain a list of projects and calendar for accomplishing them.

Coordinate tourist and volunteer groups and link to projects.

Schedule and implement volunteer projects in Coral Bay using volunteers for labor and services.

Schedule and implement community projects using small contractors (paid and volunteer).

Be sure that safety standards and procedures are followed.

Keep good records of volunteers, volunteer time on projects, project needs, take photos and create social media posts and other advance & “thank-you” publicity, as appropriate.

Work alongside volunteers, while leading them, and/or designating leaders for each task.

Do some small project tasks directly yourself, to get it done most efficiently.

NOTE: Typical volunteer projects: roadside and shoreline clean-ups, painting and simple construction labor; gardening or weeding, construction BY construction professionals, services BY professionals, children's or adults' programs, office computer work.

Applicant qualifications:

Must demonstrate background, local knowledge, experience and enthusiasm suitable for a strong expectation of success in completing the job's activities.

Must have a car and a valid VI driver's license, and use their own car for transportation to projects, to be reimbursed on a mileage basis.

Must have basic office computer skills (Word, email, Excel)

Demonstrate good organizational skills

Must have smartphone and willingness to use their personal cell # and accounts, to be reimbursed at \$25/month.

Job Basics:

Part-time - proposing 7 to 15 hours a week – flexible hours, which may occur on weekends. No benefits, but hourly pay will be higher to reflect this. Range: \$15 to \$25/hour.

This will start as a six-month position, with an evaluation for effectiveness in increasing volunteer project success, on a bi-monthly basis, and for determining if more hours, and/or adjustments in responsibilities would lead to increased results.

A background check will be required of final applicant prior to hire.

Application deadline: July 7th Resumes will start to be reviewed. Job open until filled.

Start Date: Immediate

CBC is an Equal Opportunity Employer and has a Drug Free Workplace Policy.

6/21/19

Job ad:

Coordinator of Volunteer Services *Job Posting* - Coral Bay Community Council (CBCC)

CBCC seeks a paid part-time professional staff person to successfully lead volunteer projects in Coral Bay, St. John by matching volunteers with project needs, scheduling, doing outreach, keeping records, and working beside volunteers. See the complete job description and application instructions at: www.CoralBayCommunityCouncil.org .

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