



Location: Horizons at The Ethel Walker School (in person)
Job Title: Volunteer Coordinator, (Pre-K through 8th grade)
Job Type: Seasonal/(6-week, Summer program), Full-time
Reports to: Program and Development Manager and Executive Director
Salary: Salary based on Experience

The mission of Horizons at The Ethel Walker School *Horizons at The Ethel Walker School* is the nation's **first all-girls Horizons program**, and serves low-income students who attend Hartford public schools. *Horizons* creates the conditions, connections, and community that enable every girl who attends to gain the skills, confidence and motivation to overcome the opportunity gap and realize her potential.

Position Summary:

Horizons at The Ethel Walker School is looking for an experienced, mature and dedicated professional for its Volunteer Coordinator position. She/He should be able to demonstrate an ability to inspire and mentor high school volunteers as they learn to foster relationships with Horizons students from Pre-K through 8th grade. Candidates must be able to work individually and as a team player to help fulfill the Horizons mission.

Responsibilities:

- Maintain/update volunteer service descriptions for each volunteer assignment.
- Develop and manage volunteer policies, procedures, and standards of volunteer service, including Volunteer Orientation.
- Ensure volunteers are adequately staffed to support the various areas of operations, including overseeing breakfast and lunch periods.
- Work with marketing and communications to promote the work of the volunteers to the broader community.
- Provide ongoing support and guidance for volunteers.
- Act as a single point of contact for communications.
- Confer with volunteers weekly to discuss their experiences; relay pertinent information to Program Manager.

Requirements:

- High School diploma or GED required; at least 2 years of college preferred
- Prior experience working with Pre-K through High School students
- A strong passion for girls' education.

Program Dates:

Staff Orientation: Dates: TBA- **Attendance is required**

Program in session: Monday, June 26-Friday, August 4- Six-week program