Volunteer Coordinator

Part-time, non-exempt

The Volunteer Coordinator shall have excellent writing skills and be confident with public speaking roles. This person should be organized, self-motivated, and knowledgeable about school procedures and those followed by Meridian’s parent organization, Volunteers in Partnership (ViP).

The Volunteer Coordinator collaborates with ViP Leadership, parent volunteers, and Meridian staff to plan and carry out a wide variety of events meant to build community within our staff and parent body. Excellent communication skills play a strong role in this position along with volunteer management.