

Volunteer Coordinator

Overview: We are seeking a dedicated and organized Volunteer Coordinator to support BSides Atlanta. The Volunteer Coordinator will be responsible for recruiting, training, and retaining volunteers to support BSides Atlanta activities.

Responsibilities:

1. Recruitment and Outreach:

- Develop and implement strategies to attract and recruit volunteers through various channels, including online platforms, community events, and partnerships.

2. Onboarding and Training:

- Conduct an orientation session for new volunteers, providing them with an overview of the BSides Atlanta goals and expectations.

3. Placement and Scheduling:

- Match volunteers with appropriate roles based on their skills, interests, and availability.
- Create and maintain a volunteer schedule, ensuring adequate coverage for various activities and events.

4. Communication and Relationship Building:

- Regularly communicate with volunteers through emails, Discord, and meetings to provide updates and address concerns.

5. Record Keeping and Reporting:

- Maintain accurate records of volunteer information, including contact details and shifts worked.

Qualifications:

- Not necessary but helpful if you have experience in volunteer management or related roles.
- Strong interpersonal and communication skills.
- Excellent organizational and multitasking abilities.
- Ability to work independently and collaboratively within a team.

- Proficient in using technology and software for volunteer management.