



# Project Coordinator Volunteer Position Description

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## **Project Coordinator Position**

Project Coordinators (PCs) provide organization and leadership for all of the Jersey Cares monthly calendar volunteer projects. We encourage PCs to make a commitment to one specific program usually once or twice per month for the span of 180 days (6 months). Project Coordinators also fill the important role of “Back-up Project Coordinator” on a variety of projects in the event that a committed PC is not available. Typical PC responsibilities include:

- Learning about the partner agency and the Jersey Cares monthly calendar volunteer project
- Coordinating project activities with Jersey Cares staff as well as volunteers signed up for the project
- Providing direction necessary to complete project activities at the project site
- Communicating with volunteers, the agency, and Jersey Cares staff after the project about the successes and/or challenges of the project
- Working with Jersey Cares staff, other PCs, volunteers and partner agencies to further develop relationships and to ensure success on future projects
- Maintaining volunteer information on Jersey Cares online database

## **Position Benefits**

You will have the opportunity to be one of a team of enthusiastic PCs, develop relationships with supportive, active agency representatives and gain skills and experience in leadership and project management. Additionally, you will become a key member of a strong network of volunteers, agencies, and Jersey Cares affiliations.

## **Position Requirements**

- You must be a Jersey Cares volunteer who has participated in at least 2 projects in the monthly calendar in the past year.
- Participate in a Project Coordinator interview.
- Learn how to use the [www.jerseycares.org](http://www.jerseycares.org) website and the administrative website. (training provided)

## **Position Expectations**

- Lead minimum of one project per month.
- Attend periodic refresher courses.
- Track all project information in the administrative website.
- Actively promote Jersey Cares volunteer opportunities, including fundraisers and special events.

## **Position Attributes**

- Demonstrated ability to work with teams
- Strong organizational and planning skills
- Access to internet on a regular basis
- Excellent leadership and effective interpersonal and communication skills

**Length of volunteer position:** 6 months or more

**Position start date:** We will begin to fill positions following the completion of your training session



# Project Coordinator Application Form

Please complete and return the form to us via mail, fax or e-mail.

## Contact Information

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Mailing Address Apartment # City/State Zip

\_\_\_\_\_  
Employer Title/Position

\_\_\_\_\_  
Home Telephone Work Telephone Fax Number E-Mail Address

## Jersey Cares Information

How long have you been a Jersey Cares volunteer? \_\_\_\_\_

Why are you interested in becoming a Project Coordinator?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a particular project for which you would like to be the PC? If so, which one? \_\_\_\_\_

Including the program you listed above, please check all issue areas that you are interested in leading projects for:

- |                            |                           |
|----------------------------|---------------------------|
| Adult Literacy & Education | Graphic Design            |
| Animal Support             | Home Improvement          |
| Arts & Culture             | Homelessness/Meal Service |
| Children & Youth           | Office Support            |
| Computers and Technology   | Party Planning            |
| Environment                | Senior Programs           |
| Gardening                  | Sports & Recreation       |

Please list special skills or expertise that you would like to share with Jersey Cares (e.g., computer/technology, foreign languages, dancing, juggling, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any previous volunteer experience (outside of Jersey Cares):  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Interview and Training**

A phone interview and training attendance are required for all new Project Coordinators.

Please note the best date and time to call you:

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Date Time

**References**

Please list two references that we may call to verify the information you've provided above.

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Name Phone Relationship

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Name Phone Relationship