



United Way of
Southwest Virginia
www.unitedwayswva.org

Program Name: Ignite
Career Expo For Youth

Volunteer Position Description

Position Title: On-Site Volunteer Coordinator

Reports To: Debby Loggans

Location of position: Washington County Fairgrounds Entrance

Project Overview: The Career Expo for Youth is a two day event that introduces 7th grade students to different career opportunities. Participating businesses will provide hands on activities for the students throughout both days and will be set up in 4 different quadrants. Students will move from quadrant to quadrant every 15 minutes, which will be designated by an announcement. The consistent flow of students throughout the event is critical to the success of the Expo. All volunteers must be conscious of the flow of students at all times.

Key Responsibilities: The On-Site Volunteer Coordinator, working through the Volunteer Leaders, will oversee the entire volunteer force. Primary responsibilities are to see that volunteer positions are adequately filled and that communications between volunteer and leader AND leader and coordinator flow with ease. They will be responsible for assuring that all Volunteer Leaders have the information necessary to perform their duties. (Examples: schedules, materials, means of contacting people, etc.)

Knowledge, Skills, Experience and Attributes: The On-Site Volunteer Coordinator must be organized and a good communicator. They must be flexible and easy going. They should project excitement about the Expo and about student's future careers.

Training Requirements: The On-Site Volunteer Coordinator will have all her ducks in a row prior to the Expo. Volunteer t-shirts will be provided.

Other requirement of the role (ie: background check, media release, other training, other special conditions)
Background checks are not necessary for this position. A volunteer waiver and media release were included with the initial volunteer registration.