



**Ta'leef Collective**  
43170 Osgood Rd.  
Fremont, CA 94539  
[www.taaleefcollective.org](http://www.taaleefcollective.org)  
[info@taaleefcollective.org](mailto:info@taaleefcollective.org)  
(510) 445-1911

## **Volunteer Coordinator**

Ta'leef Collective provides the space, content, and companionship necessary for a healthy understanding, embrace and realization of Islam.

The Volunteer Coordinator will be a highly motivated individual with experience and passion to develop volunteerism at Ta'leef and have a lasting impact on the community by holding up the values and mission of the organization.

Reporting to the Operations Director, the Volunteer Coordinator will have the following responsibilities:

### **Essential Functions**

- Respond to all inquiries regarding volunteer activities
- Recruit, supervise and evaluate volunteers with assistance from other staff members as needed
- Create and maintain a volunteer manual and reference guide as needed with policy changes, additions, etc.
- Act as primary coordinator of special community volunteer projects and events
- Work with corporate, social, civic and community organizations to develop partnerships to recruit volunteers.
- Maintain volunteer database for tracking information, hours, roles and event participation.
- Plan and manage volunteer orientations and trainings
- Maintain ongoing communication with volunteers including social media and weekly emails.
- Schedule volunteers based on event and venue needs.
- Update and communicate with event staff and senior staff on volunteer related issues.
- Welcome and lead volunteers on venue walk-throughs.

understand. embrace. realize.



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- Inspire volunteers and maintain a fun work environment.
- Place volunteers in stations according to their abilities and needs. Rotate stations, check-in, and lead volunteers throughout the course of the event.

### Qualifications:

- Minimum 2 years volunteer and event experience. Previous volunteer coordination experience preferred.
- Be a vocal leader with excellent verbal and written communication skills.
- Computer skills required, including spreadsheets and databases.
- Ability to interact with the public with professionalism and decorum.
- Ability to work flexible hours as required, including evenings and weekends.
- Ability to thrive in a small team environment, to take responsibility and to meet tight deadlines.
- Ability to work collaboratively with internal staff and external constituencies at all levels.
- An understanding and dedication to our mission.
- Strong communication and interpersonal skills

### Position Type/Expected Hours of Work:

Schedule will be based on tasks assigned, at 10-15 hours a week.

*The above statements are intended to describe the general nature and level of work performed by a person assigned to this job description. They are not intended to be a complete list of all responsibilities, duties and skills required of personnel so classified. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.*

To apply email resume with cover letter to: [saziz@taleefcollective.org](mailto:saziz@taleefcollective.org)