

CARPE DIEM ARTS!

Bringing the Arts to Life

VOLUNTEER POSITION: Volunteer Coordinator

***Are you a people person with strong organizational skills and a passion for the arts?
If so, this is the volunteer position for you!***

Carpe Diem Arts is a Silver Spring-based non-profit arts organization that presents multigenerational and multicultural community events and arts outreach activities throughout the National Capital region. Our goal is to create opportunities for people of all ages and walks of life to participate in the visual, literary, and performing arts. We promote the arts as a means of celebrating diversity and transcending differences, building hope and harmony, and unlocking human potential.

We are a small organization in need of helping hands to strengthen and grow our programs and community. We are seeking a volunteer who will help us recruit and manage volunteers. Preferred candidates will have some background in or connection to the arts. Applicants must have access to a reliable computer with internet access.

This is a remote position with opportunities to meet regularly with the Executive Director and Associate Director and to attend a variety of our arts program activities.

Responsibilities:

- In collaboration with the Executive and Associate Directors, develop and promote a wide range of volunteer opportunities; Create detailed volunteer job descriptions
- Recruit volunteers
 - Attend recruiting events within the community to attract qualified candidates
 - Publicize opportunities for volunteers
 - Interview and select candidates
- Manage volunteers:
 - Provide training and onboarding for volunteers
 - Provide ongoing support and guidance for volunteers

Desired Skills & Experience

- Have previous experience coordinating volunteers
- Strong communication and organizational skills
- Ability to work well with a diverse group of staff and volunteers
- Proficient with word processing and spreadsheets on Google Drive (via Google Docs and Sheets), as well as internet and social media

Time Commitment

- 5-10 hours per week

If interested, please send your resume to MichelleMosher@carpediemarts.org