

<b>Job title</b>	<i>Volunteer Coordinator</i>
<b>Reports to</b>	<i>Manager of Accreditation</i>
<b>Department</b>	<i>Accreditation</i>

## Summary

The Volunteer Coordinator serves as the Commission staff responsible for recruiting, training, and overseeing the Commission's vast network of volunteers, providing support during quarterly Commission meetings, and conducting on-site evaluations.

## Duties and Responsibilities

- Recruit volunteers for the Board, External Review Committees, Nominating Committee, Appeals Panel, and on-site evaluations
- Organize and execute 2-3 on-site evaluation volunteer training workshops per year and coordinate ongoing training, such as webinars, as necessary
- Serve as staff coordinator/liaison for the Nominating Committee to include on-boarding new Commissioners
- Process and track on-site evaluation materials: Commission Representative; Team Leader; Education Specialist; Occupation Specialist; Accredited schools (as applicable)
- Develop a profound understanding of ACCSC's processes and procedures, the ACCSC Standards of Accreditation, and be able to discuss requirements with key constituents
- Keep detailed records regarding the scheduling, logistics, and volunteer information and communicate this information regularly with Accreditation Coordinators
- Attend quarterly Commission meetings to serve as a note taker and letter writer
- Conduct a minimum of six (6) on-site evaluations per year
  - Schedule, plan, and execute the on-site evaluation process for assigned schools
  - Along with the on-site evaluation team, prepare a team summary report for each assigned school which serves as the official record of the team's observations and findings during the on-site evaluation
  - Provide any follow-up, assistance, or interpretive guidance on accreditation standards to schools after the on-site evaluation is complete

## Qualifications

- Bachelor's degree required and 3-5 years professional office experience required
- Travel each month is required
- Must hold a valid driver's license
- Strong analytical and auditing skills with the ability to synthesize data and report accurate information
- Must be able to communicate effectively to various constituents (team members, volunteers, school administration, students, etc.)
- Ability to self-motivate and multi-task while working on various projects
- Ability to work with confidential material in a collegial manner
- Must be professional, team oriented, self-disciplined, and possess strong relationship and conflict resolution skills
- Excellent writing, editing, and word processing skills
- Proficiency in Microsoft Office
- Conversational fluency in Spanish would provide an advantage in the job
- Additional duties and responsibilities as assigned

**Position Type**

This is an exempt position and requires the employee to be located in ACCSC's Arlington office.

**To Apply**

Interested candidates should submit a letter of interest, resume and salary requirements to [hr@accsc.org](mailto:hr@accsc.org)