



Volunteer Coordinator Assistant – Caritas Job Description

Position Title: Volunteer Coordinator Assistant

Community Service Partner: Caritas of Waco

Job Description: Assist in identification of potential volunteers. Assist with data collection and tracking of volunteer work hours including recording volunteer information and hours served. Assist with monthly report preparations. Assist with training and orienting of new volunteers to specific job duties.

Hourly Rate: \$8.50-\$9.00/hour

Apply for Position: Please attach and email your application materials ([application form](#), resume, and cover letter) to ajallah@caritas-waco.org.

Please **DO NOT** send application materials to Student Employment.