

Job Description: Volunteer Coordinators

Overview

We are looking for a dedicated Volunteer Coordinator to join our team for the TX All Female Rally. The Volunteer Coordinator will be responsible for recruiting, training, and coordinating volunteers for various roles, developing schedules and assignments, providing orientation and guidance, and ensuring volunteers have the necessary resources and support to contribute effectively to the event.

Responsibilities

- **Volunteer Recruitment**
 - Develop strategies to recruit volunteers for the rally.
 - Reach out to community groups, organizations, and online platforms to attract volunteers.
- **Training and Coordination**
 - Provide training and orientation to volunteers on their roles and responsibilities.
 - Coordinate with team leads to ensure volunteers are assigned to appropriate tasks.
- **Scheduling and Assignments**
 - Develop volunteer schedules and assignments based on event needs.
 - Communicate schedules and expectations to volunteers in advance.
- **Onboarding and Support**
 - Conduct orientation sessions for volunteers on event day.
 - Provide ongoing guidance, support, and resources to volunteers throughout the event.
- **Resource Management**
 - Ensure volunteers have access to necessary resources, such as materials, equipment, and information.
 - Coordinate with other teams to fulfill volunteer needs.

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Qualifications

- Previous experience in volunteer coordination or a related field is preferred.
- Strong organizational and communication skills.
- Ability to work effectively in a team and manage multiple tasks.
- Positive attitude and enthusiasm for working with volunteers.
- Knowledge of event planning and management is a plus.



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Time commitment

- **May to June (Preparation Phase - up to 19 hours weekly)**
 - Initial planning meetings with the organizing team: **2-3 hours per week.**
 - Developing volunteer recruitment strategies and materials: **3-4 hours per week.**
 - Creating volunteer training programs and materials: **4-6 hours per week.**
 - Reaching out to potential volunteer groups and organizations: **2-3 hours per week.**
 - Coordination with other teams for volunteer needs assessment: **2-3 hours per week.**
- **July to August (Execution Phase - up to 22 hours weekly)**
 - Recruitment and onboarding of volunteers: **4-6 hours per week.**
 - Training sessions and orientation for volunteers: **3-4 hours per week.**
 - Assigning volunteer roles and schedules: **2-3 hours per week.**
 - Communication and coordination with volunteers: **4-6 hours per week.**
 - Addressing volunteer inquiries and issues: **2-3 hours per week.**
- **September to October (Event Preparation and Execution - up to 15 hours weekly, up to 60 hours event week)**
 - Finalizing volunteer schedules and assignments: **2-3 hours per week.**
 - Conducting pre-event meetings and briefings: **2-3 hours per week.**
 - Onsite coordination and supervision of volunteers during setup and event days: **6-8 hours per day during event days.**
 - Providing support, guidance, and resources to volunteers: **4-6 hours per week.**
 - Post-event follow-ups, appreciation, and evaluations: **2-3 hours per week.**

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