



**Pathways, Inc.**  
**Volunteer Coordinator Job Description**

Pathways of Lynn is inviting applications for the part time (20 hour/week) position of Volunteer Coordinator.

**Responsibilities**

- Marketing, outreach, screening and recruitment of volunteers
- Match volunteers with classes and support them as they volunteer
- Provide volunteers training
- Update and maintain online training platform
- Provide monthly reports on volunteer hours
- Keep volunteers informed about relevant in-house trainings, SABES and other trainings
- Organize Annual Volunteer Appreciation event

**Qualifications:** BA preferred. Experience recruiting, training and managing volunteer tutors preferred. Adult education teaching experience preferred.

Please submit letter of interest and resume to:  
Sarah Hesch, [shesch@pathwayslynn.org](mailto:shesch@pathwayslynn.org)