

## American Red Cross of Central Texas Volunteer Positions

Title	Volunteer Instructor Coordinator
Department	Education and Training
Location	Austin Office
Reports to	Veronique Rochefer
State date	Ongoing
Job Status	Unpaid Volunteer Position
Description	Assist in the recruiting and scheduling of volunteer instructors for the Chapter's Health and Safety classes
Responsibilities	<ul style="list-style-type: none"> <li>• Coordinate and confirm instructors and class dates</li> <li>• Ensure volunteer instructors are registered volunteers</li> <li>• Recruit new volunteer instructors</li> <li>• Transfer experienced instructors from other Chapters.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• *Must be a registered volunteer</li> <li>• Ability to type 30wpm</li> <li>• Familiarity with standard internet browsers(Internet Explorer/ Firefox)</li> <li>• Familiarity with Word, Excel, and Outlook</li> <li>• Ability to learn and master the database software, Learning Management System (LMS)</li> <li>• Detail oriented</li> <li>• Self-motivated</li> <li>• Able to work with minimal supervision</li> </ul>
Training Needed	None
Time Commitment	2 hours per week minimum