

American Red Cross of Central Texas Volunteer Positions

Title	Logistics and Records Coordinator
Department	Education and Training
Location	Austin Offices
Reports to	Veronique Rochefer
State date	Ongoing
Job Status	Unpaid Volunteer Position
Description	Assist in the maintenance and updating of Health and Safety Instructor files.
Responsibilities	<ul style="list-style-type: none"> • Assist with mass mailings to instructors • Maintain current instructor files and contact information • Organize files • Calling instructors
Qualifications	<ul style="list-style-type: none"> • *Must be a registered volunteer • Ability to type 30wpm • Familiarity with standard internet browsers(Internet Explorer/ Firefox) • Familiarity with Word, Excel, and Outlook • Ability to learn and master the database software, Learning Management System (LMS) • Detail oriented • Self-motivated • Able to work with minimal supervision
Training Needed	None
Time Commitment	2 hours per week minimum