



# ADMINISTRATIVE COORDINATOR

FOR RAIN CITY ROCK CAMP FOR GIRLS, SEATTLE WA

Join our dynamic music and social justice organization! Rain City Rock Camp for Girls seeks a full-time Administrative Coordinator to support all aspects of the organization's operations, from office tasks to program-related support and volunteer coordination. See below for job description and qualifications, and instructions on how to apply.

## ORGANIZATIONAL OVERVIEW:

Rain City Rock Camp for Girls, based in Seattle, encourages positive self esteem in girls and gender non-conforming youth through music education programs. Each year approximately 300 youth participate in our programs, and over 150 volunteers donate over 7,000 hours of time and services. Our staff is a small and collaborative team that values and seeks diverse team members who are passionate, innovative, professional, fun, responsible, and solution-oriented.

## ROLE OVERVIEW:

The Volunteer Coordinator serves as the point of contact for volunteers and other vendors working with the organization, as well as office manager through certain administrative duties.

This team member reports directly to the Executive Director. This is an excellent opportunity for an ardent multi-tasker with strong interpersonal and administrative skills, attention to detail, computer skills, and enthusiasm for working as part of a team.

## THE POSITION BREAKDOWN:

### PROGRAM SUPPORT & VOLUNTEER COORDINATION (70%)

*Provide administrative support for all programs, partner programs, special events, and fundraising events as needed. Program support and volunteer coordinator duties include, but are not limited to:*

#### General Program Support

- Order, monitor, and process non-gear related camp supplies (screen printing ink, paper, crafts)
- Coordinate and liaise with program and showcase sites
- Hire moving company and supervise moving to various program sites
- Supervise camp food operations and logistics
- Respond to all inquiries to the general programsupport@ email account
- Working closely with camp volunteers and lead staff in an administrative role

#### Participant Coordination

- Process all incoming applications and payments
- Collect and track participant waivers and liability forms
- Communicate schedule details with participants
- Liaise with participant parents for youth programs
- Manage participant files and records
- Volunteer & Front desk management at programs

#### Program Volunteer Coordination

Coordinating direct-service volunteers for RCRC programs involves communicating with the Program Director regarding staffing needs, creating and monitoring applications and sign-up forms, publicizing those applications and sign-up forms, interviewing volunteer applicants, communicating with volunteers, training volunteers, facilitating background checks, delegating tasks appropriately to lead volunteers, thanking volunteers, soliciting feedback from volunteers, and other duties.

The programs for which the Administrative Coordinator recruits and manages volunteers are:

- Summer Camp
- South Sound Rocks!
- Ladies Rock Camp/South Sound LRC

*See page two for Administrative Support details, Qualifications, Compensation and Application instructions.*

## **ADMINISTRATIVE SUPPORT/OFFICE MANAGEMENT (30%)**

Administrative Coordinator is responsible for general office management and administrative support of staff and the organization. Duties include, but are not limited to:

### **Administrative volunteer coordination**

Coordinating volunteers for RCRC administrative tasks involves communicating with the Executive Director regarding staffing needs, creating and monitoring sign-up forms, publicizing sign-up forms, following up (including one-on-one asks) for roles that need to be filled, communicating with volunteers, maintaining volunteer opportunity listings on the United Way website, and other duties. Examples of volunteer opportunities and events coordinated by the Administrative Coordinator are:

- Newsletter mailings
- Annual appeal mailings
- Annual gala event
- Community partnership events (phone banking, tabling, etc.)

### **Office Support**

- Pick up, open and distribute all incoming mail and post outgoing mail, including keeping adequate postage on hand
- Respond to general inquiries for information from the info@ email account
- Answers RCRC general phone and maintain voice-mail
- Gift /donation acknowledgement
- Advertising & online marketing (assist).
- Website maintenance & light IT duties
- Train employees on systems/processes
- Maintain accurate and organized files and electronic records in accordance with our file system
- Maintain office supply and merchandise inventory
- Lead staff in maintaining an organized and tidy work environment
- Oversee information systems, including website, computer networks, and other office systems
- Handle minor technology issues as they arise and coordinate with our volunteer Tech Director for major issues
- Assist Executive Director, Program Director, and other staff as needed

## **QUALIFICATIONS & EXPERIENCE:**

### **General**

- Must be highly organized, a self-starter, and strong multi-tasker
- Efficiency is required, as well as the ability to meet deadlines
- Must pay tremendous attention to detail
- Must have excellent written, oral, and interpersonal skills

- Proficiency in donor databases or willingness and ability to learn new programs and systems easily
- Must be familiar with Microsoft Office, WordPress, Google Apps/Docs/Gmail, familiarity with Adobe Creative Suite and Salesforce preferred
- Ability to work well independently with minimal supervision and as part of a team
- Must be reliable and punctual
- Interest in music, feminism, social justice, and cultural issues
- Experience with trouble shooting technology/ office operation issues
- Weekend & evening availability
- Bachelor's degree or equivalent combination of education and experience
- Experience and comfort with public speaking

### **Preferred**

- Prior volunteer coordination and administrative experience
- Experience working with people from diverse communities
- A valid driver's license and access to a vehicle
- Experience with or understanding of the Seattle music scene, or desire to work with musicians

## **COMPENSATION CLASSIFICATION:**

40 hours a week, hourly  
Pay range \$35,000-40,000 annually DOE  
Full medical, dental & vision  
Generous holiday, sick, and vacation time

## **HOW TO APPLY:**

Please visit our website at [www.raincityrockcamp.org](http://www.raincityrockcamp.org) for more information about RCRC. Email your resume, cover letter, and contact information for three references to [info@raincityrockcamp.org](mailto:info@raincityrockcamp.org).

**NO PHONE CALLS PLEASE.** People of color are strongly encouraged to apply. RCRC is an Equal Opportunity and queer-friendly employer.

Position closes at 5pm on February 1, 2019