



Position Title: Volunteer Coordinator

Employment Type: Full-Time

Department: Development

Reports To: Director of Community Engagement

Salary Range: \$50,000 - \$54,000 (*commensurate with experience*)

About Classroom Central

Started in 2002, Classroom Central, believes every child deserves the chance to succeed, regardless of their circumstances. Our mission is to create provide equity in the classroom by providing teacher and students with the free resources they need to succeed. Join us in creating brighter futures for both local students and educators.

Position: Volunteer Coordinator

We're searching for a passionate and organized Volunteer Coordinator to lead our volunteer program. This role is all about connecting people to our mission—recruiting, training, scheduling, and supporting volunteers who make our work possible. You'll ensure that volunteers have meaningful experiences while helping Classroom Central continue to serve students and teachers in our community.

Key Responsibilities:

- Develop and implement volunteer programs that inspire engagement and long-term involvement
- Recruit, train, and manage volunteers for all organizational initiatives
- Collaborate with internal teams to align volunteer roles with project needs on an on-going basis
- Maintain our volunteer management system and ensure scheduling and communication efforts run smoothly
- Build strong relationships with volunteers and corporate partners to grow our program
- Organize appreciation events and recognition initiatives to keep volunteers motivated and engaged
- Track volunteer data, evaluate the success of our programs, and suggest improvements
- Participate in community meetings and events to promote our mission and represent Classroom Central publicly

What We're Looking For:

- A Bachelor's degree or equivalent experience in a related field
- A minimum of 2 years of experience managing volunteers, demonstrating a proven ability to motivate and direct others
- Exceptional communication and interpersonal skills
- Strong organizational skills and the ability to juggle multiple priorities
- Comfort using MS Office, especially Excel; experience with volunteer management software is a bonus
- Experience and comfort utilizing basic social media tools like Facebook, Instagram, and LinkedIn
- A passion for our mission and a desire to make a meaningful impact

What to Expect:

- The position is based in our Charlotte office at 2116 Wilkinson Blvd., with occasional physical tasks (lifting to 50 lbs.)
- Salary range: \$50,000-\$54,000, based on experience
- We offer a competitive benefits package and a dynamic, mission-driven work environment

How to Apply:

Send your resume and a cover letter to humanresources@classroomcentral.org with the subject line: Volunteer Coordinator.

Equal Opportunity Employment:

We welcome applicants from all backgrounds to apply. Classroom Central is committed to creating an inclusive environment for everyone.