



255 East Ave LL02
Rochester, NY 14604

Job Title: Volunteer Administrator

Classification: Part-time, averaging 15-20 hours per week

FLSA Status: Non Exempt

Supervisors: Director of Education and Community Partnerships in close collaboration with the Chair of the Rochester Philharmonic League

Summary:

The Volunteer Administrator is responsible for the recruitment, training and retention of the RPO volunteers. Duties may include theatre services, office assistance and volunteer coordination. The Volunteer Administrator is responsible for maintaining the volunteer data base, editing a volunteer newsletter, creating and updating volunteer support and training materials, and will work with Marketing to maximize awareness of the League through the website and social media. She/he will actively seek out appropriate means for recruitment of volunteers, matching skill sets to specific needs, and serve as liaison to all departments of the RPO.

Responsibilities:

- Oversee and implement a comprehensive plan for volunteer recruitment, training, retention and recognition
- Create and maintain materials for volunteer support and training
- Maintain and update volunteer database
- Provide specialized volunteer support for educational and community activities
- Assist the Rochester Philharmonic League with general office duties
- Assist in bi-monthly publication of “Volunteer Voice”
- Attend all RPO staff meetings
- Prepare materials for and attend Rochester Philharmonic League Board meetings
- Provide administrative support as needed to chairs of League sponsored activities
- Become a member of the Rochester Area Administrators of Volunteer Services (RAAVS) and League of American Orchestra’s Volunteer Council
- Other related duties as assigned

Qualifications:

- Bachelor’s Degree or equivalent education and experience
- Ability to prioritize and manage multiple projects and meet strict deadlines
- Excellent organizational and communication skills
- Skill to work with a diverse population of volunteers and community members

- Ability to work effectively with volunteers and staff
- Proficiency in computer applications and familiarity with database systems, such as Microsoft Word, Excel, Outlook, PowerPoint, and Tessitura (RPO application – training provided)
- Demonstrate capability to communicate effectively with others in a calm and professional demeanor
- Ability to remain flexible in a fast paced, multi-task environment
- Ability to work independently and creatively.

Language Skills

Basic Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in a one-on-one and small group situations, to customers, clients, and other employees of the organization.

Mathematical Skills

Basic Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret graphs.

Reasoning Ability

Basic Skills: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands:

Position occasionally crouches, crawls, stands, walks, talks, listens and uses hands and arms; regularly reaches with arms; occasionally climbs; occasionally lifts and/or moves 25-40 pounds.

Rochester Philharmonic Orchestra, Inc. is an equal opportunity employer that is committed to diversity and inclusion in the workplace. It is the policy of the Board of Directors of the Rochester Philharmonic Orchestra (RPO) to insure that the RPO is serving the entire Greater Rochester community as a culturally astute and engaged civic organization that is committed to modeling and strengthening the anti-racist values of equity, diversity, and inclusion. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outline by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and internship. The Rochester Philharmonic makes hiring decisions based solely on qualifications, merit, and business needs at the time and seeks a diverse applicant pool for each position posted.