

Volunteer Coordinator

Inglis Foundation enables people with physical disabilities – and those who care for them – to achieve their goals and live life to the fullest. Inglis is seeking a Volunteer Coordinator to recruit, train and support volunteers for the organization.

Responsibilities include:

- Works within the Inglis and local community to recruit, train and support volunteers.
- Ensures that volunteers meet their responsibilities and comply with all Inglis, State and Federal policies
- Provides volunteers with formal and informal orientation, training, evaluation and recognition of accomplishments.
- Prepares and monitors department budget.

Qualifications:

- Associate's degree or higher
- Three to five years experience in volunteer programs
- Excellent interpersonal, organizational and computer skills

Please send resume, cover letter with salary requirements and at least three references to Amy McMahon, Inglis Foundation, 2600 Belmont Avenue, Philadelphia, PA 19131 or via email to amy.mcmahon@inglis.org.

EOE, M/F/D/V