

## VOLUNTEER COORDINATOR

Approximately 4 hours per week, flexible, and some evening and weekend work is required.



### DUTIES:

*Progressive Dane is a third party political organization dedicated to the belief that ordinary citizens should control public policies at the community and national levels. We support tax justice, improved social services, equality in public education, affordable housing, and public transportation. The Volunteer Coordinator works closely with Progressive Dane's Staff and members of the Outreach & Fundraising and Elections Committees in the furtherance of the mission of Progressive Dane.*

The role of this volunteer position is to increase the participation of members in various party activities. In order to be successful, the Volunteer Coordinator will need to recruit and coordinate volunteers to ensure there are enough people to do the work. This includes recruiting people to serve on party committees and task forces, serve on local committees and/or boards to represent our platforms, table at public venues such as farmer's markets and fairs to educate the public and recruit new members, as well as staff phone banks, lit drops, volunteer night, and other tasks as needed. The Volunteer Coordinator is expected to create and maintain an accessible volunteer database and attend the monthly General Membership meetings, the Outreach & Fundraising Committee meetings, and staff Volunteer night.

### KNOWLEDGE REQUIRED:

Enthusiastic candidates will enjoy engaging with others, have excellent communication skills, able to speak with community leaders in a professional manner, have experience making outbound calls, able to work well both on his or her own and with others, be flexible, possess and ably use discretion, have good interpersonal skills, be creative, and committed to diversity. Basic knowledge of volunteer coordination also required.

### INTERESTED?

Please convey your interest in a letter to Dace Zeps, Progressive Dane's Staff by e-mail or U.S. mail.

Progressive Dane  
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Madison, WI 53701  
E-mail: [office@prodane.org](mailto:office@prodane.org)  
(No phone calls please.)