

Sample Position Description

Hard Hatted Women Volunteer Position Description

Education Liaison

The **Education Liaison** will assist our team in working with the schools.

Responsibilities: Coordinate and help develop two workshops primarily for teen girls. Match tradeswomen with Career Day speaking opportunities. Recruit tradeswomen speakers and update the list of speakers. Host training for new tradeswomen speakers.

Skills: Ability to work with adolescent girls. Excellent organizational and communication skills. Knowledgeable in Microsoft Office.

Experience: A retired teacher is ideal for this opportunity. Familiarity with the Cleveland Municipal School District is a plus. A friendly, outgoing manner is appreciated.

Hours: Estimated eight hours a week based on the volunteer's schedule. We can be very flexible.

Reporting to: Education Director.

Benefits: Opportunity to work with enthusiastic, hardworking staff and members of Hard Hatted Women. Involvement with our organization connects volunteers and staff to other community members interested in social justice.

For more information about Hard Hatted Women, visit our website www.hardhattedwomen.org.

Please note: This position description is negotiable, based on the volunteer's preferences, previous work experience, and schedule. Issues of supervision, recruitment, payment and related capacity issues are to be addressed through the proposed project.