



# LEAP Organization

---

Leadership, Enlightenment, Achievement, Perseverance  
Outreach, Responsibility, and Growth

1860 Wilma Rudolph Blvd  
Clarksville, TN 37040  
www.leaporg.net  
931-378-0500  
931-274-0929 (Fax)

**Title:** Community Service Coordinator

**Reports to:** Programs Manager

## **Qualifications:**

- High School Diploma or higher
- Excellent planning and communication skills
- Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust personal schedule to accommodate the needs of the community service projects
- Experience supervising youth is desired

## **Responsibilities:**

- Develop, promote, and maintain a wide range of volunteer opportunities within the organization
- Recommend the most efficient use of volunteers for various outreach events
- Track participant's volunteer hours
- Supervise volunteers to resolve grievances and promote cooperation and interest
- Facilitate distribution of information relevant to volunteers
- Identify community outreach opportunities such as fairs, festivals, local markets and Organizations