**Volunteer Coordinator Support**

**Title: Volunteer Coordinator Support opportunity at Royal Society for Blind Children (RSBC)**

**Location:** Royal Society of Blind Children (RSBC) Office, London

**Commitment:** Once a week

**Role Overview:**

We are seeking a Volunteer Support Assistant to assist the Volunteer Coordinator. This position involves aiding in the recruitment and coordination of volunteers, supporting volunteer-led activities and events, and providing general assistance to enhance our volunteer program. Knowledge of Office 365 is required to perform administrative tasks efficiently.

**Responsibilities:**

* Assist in the recruitment and coordination of volunteers.
* Provide administrative support using Microsoft Office 365 tools.
* Help organize volunteers for activities and events.
* Support volunteer fundraisers with their initiatives.
* Serve as a contact point for volunteer queries and support.

**Requirements:**

* Knowledge of Microsoft Office 365
* Good organizational and communication skills.
* Ability to commit to a weekly schedule.
* Must be able to provide references and pass a DBS check.

**Benefits:**

* Opportunity to support the empowerment of blind and **partially sighted children.**
* Gain experience in volunteer coordination and non-profit organization operations.
* Being part of a dedicated team that makes a difference.
* Travelling expenses covered.

**To Apply:**

* Please fill out the application below
* For more information: volunteers@rsbc.org.uk