



### **Volunteer Manager**

Want to help an organization build their capacity, have greater impact on the kids who need us most, and make connections in the community? The Boys & Girls Club of Greater Lowell is seeking a dynamic and organized staff member to recruit, train and coordinate individual and corporate volunteers, community partners, and organize volunteer projects and events. The ideal candidate will bring a welcoming smile and use their professional demeanor to actively engage the community.

#### **Responsibilities:**

- Work with our staff team to keep up-to-date Needs Assessments for volunteers including breakdowns of ongoing volunteers needed, one time volunteer opportunities, special events and group volunteer projects
- Recruit volunteers through building relationships with our partners and community members, maintaining online postings, and attending local events and meetings as required
- Sustain, expand and develop partnerships with local colleges, schools and businesses to recruit volunteers, work study students, interns, and community partners
- Ensure that all volunteers have been appropriately screened, matched to a program, and have completed their orientation prior to working with our youth
- Ensure that volunteers are engaged through consistent and effective communication with program supervisors and volunteers
- Be an onsite coordinator for volunteers at our special events including but not limited to our Thanksgiving Dinner, Halloween Celebration, Mark Wahlberg Holiday Party, Align Credit Union Holiday Party, Driven to Give Event, Day for Kids/Day of Play, Holiday Dinner (youth), PUMA Field Day, NYOI Annual Youth Survey, Holiday Auction and Golf Tournament
- Organize and manage the Annual Holiday Gift Drive in December
- Work directly with our Club members one day each month to build relationships which can be utilized to better understand the needs of the population we serve
- Ensure that all staff members receive appropriate volunteer management training and up to date resources
- Manage UMass Lowell administration Interns
- Serve as the main liaison with Lincoln Tech, UMass Lowell, Middlesex Community College, Community Teamwork, and other community partners who provide staff and volunteers

- Maintain a database for tracking volunteer activities including volunteer schedules, roles, event participation, service groups, volunteer files, and community partner contact information
- Generate reports and give statements regarding volunteer activities as needed
- Maintain appropriate communication with the volunteer email list
- Track volunteer information and participation using ETO software
- All other duties and responsibilities required of a flexible member of the Boys & Girls Club team

**Desired Skills:**

- Passion for helping others and love of youth
- Strong customer service skills and professionalism
- Willingness to build relationships & people skills
- Dependable, fast learner
- Excellent multi-tasking and problem solving skills
- Proficient knowledge of Microsoft Office programs, database management, standard e-mail technology
- Ability to communicate effectively orally, strong writing skills, and good grammar
- Detail oriented with strong organization skills
- Ability to set priorities and manage workload with minimal supervision

**Job Type:** Full-time

**Salary:** \$35,000-40,000/year

**Required Education:**

- Bachelor's degree

**Experience :**

- Experience working with volunteers preferred
- Management experience: 1 year
- Non-profit experience preferred

*Please send cover letter and resume to JuanCarlos Rivera, Director of Operations at [jcrivera@lbgc.org](mailto:jcrivera@lbgc.org).  
No phone calls please.*