



**BOYS & GIRLS CLUB**  
OF GREATER LOWELL

## **Assistant Volunteer Manager**

Want to help an organization build their capacity, have a greater impact on the youth 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 management 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 by 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, as well as yearly background-checks
- Ensure that volunteers are engaged through consistent and effective communication with program managers, staff, and other volunteers
- Be an onsite coordinator for volunteers at our corporate volunteer events and special events including but not limited to our Halloween Party, Thanksgiving Celebration, United Way Thanksgiving Distribution, Club Holiday Party, Mark Wahlberg Holiday Party, Align Credit Union Holiday Party, Driven to Give event, Day of Play, PUMA Field Day, NYOI Annual Youth Survey, and the Annual Holiday Auction
- Organize and manage the Annual Holiday Gift Drive in December
- Work directly with our Club members and staff to build relationships which can be utilized to better understand the needs of the population we serve
- Facilitate regular evaluations and surveys to help ensure and maintain a quality volunteer program
- Maintain interns, work-study students, and volunteer support for both the program and administrative functions
- Serve as the main liaison with UMass Lowell, Middlesex Community College, Community Teamwork, and other community partners who provide staff and volunteers
- Maintain the Volgistics database for tracking volunteer activities including volunteer schedules, roles, event participation, service groups, volunteer demographics, and community partner contact information
- Generate reports and give statements regarding volunteer activities as needed
- Oversee the rental process and ensure cash flow through regularly scheduled rentals
- Maintain regular and appropriate communication with volunteers through a monthly e-newsletter and ongoing email/phone communication as necessary
- Oversee AmeriCorps, Commonwealth Corps, and other civil service volunteer programs here at the Club

- All other duties and responsibilities required of a flexible member of the Boys & Girls Club team

**Desired Skills:**

- Passion for helping others and youth work
- 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, and Google Suite
- Ability to communicate effectively orally, strong writing skills, and good grammar
- Detail-oriented with strong organizational skills
- Ability to set priorities and manage workload with minimal supervision

**Job Type: Full-time**

Salary: \$36,000 – 38,000/year

Required Education: Bachelor's degree

Experience: Prior experience managing volunteers preferred

Management experience: 1 year

Non-profit experience preferred

Please send a cover letter and resume to Lindsey Andella, at [landella@lbgc.org](mailto:landella@lbgc.org).

No phone calls or drop-ins, please.