



## **Volunteer Program Assistant**

**Staff Supervisor:** Tara Levine

**Program Space:** Administrative Wing

### **Overview:**

The Volunteer Program Assistant assists the Volunteer Coordinator in the facilitation of recruitment, training, scheduling, retention, and recognition of volunteers at the Boys & Girls Club of Greater Lowell. The Volunteer Program Assistant is integral to the growth of the Volunteer Program through capacity building, community outreach, and involving volunteers in every part of our mission.

### **Responsibilities:**

- Assist in the recruiting, training, scheduling and supervising of volunteers
- Support the Volunteer Coordinator in planning orientations and ongoing trainings to help volunteers develop new skills and address program needs as they arise
- Interview potential volunteers and match them to program areas that best fit their skills/interests and the Club's current needs
- Provide a listening ear for volunteers' concerns and suggestions
- Help plan and execute an Annual Volunteer Appreciation event
- Maintain detailed records/statistics regarding volunteer hours, retention and services provided weekly through the online database Volgistics and through hard copy charts
- Help plan Club wide events such as the Halloween party, Thanksgiving celebration, etc.

### **Qualifications:**

- Excellent time management skills and the ability to prioritize tasks
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Friendly and professional demeanor
- Strong organizational skills with the ability to multitask
- Highly collaborative and a team-player
- Experience volunteering in past
- Self-directed and a quick learner

**Hours:** Monday-Friday between 9:00 AM & 5:00 PM- *Must be available at least one day per week.*

Interested?

Please contact the Volunteer Coordinator, Tara Levine at:

Email: [tara.levine@lbgc.org](mailto:tara.levine@lbgc.org)

Tel: (978) 458-4526 x15