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## Volunteer Program Assistant

**Reports to:** Tara Levine (Admin Wing)

**Location:** 657 Middlesex St, Lowell, MA 01851

**Job Type:** Volunteer

### Overview/Position Summary

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/Skills and experience relevant to this position:

- 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

### Benefits:

- Flexible work schedules.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

### How to respond

- Please submit your resume to **Volunteer Coordinator, Tara Levine**, [tara.levine@lbgc.org](mailto:tara.levine@lbgc.org) Tel: (978) 458-4526 x15

### Our Hiring Process

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin additional interviews per COVID-19 guidelines.
- We will notify you of the result shortly after and send you necessary paperwork.

### Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

### Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.

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