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Volunteer Program Assistant

Reports to: Volunteer Manager

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
- 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
- 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, strong organizational skills, and the ability to prioritize tasks
- Excellent written and verbal communication skills, and highly collaborative and a team-player
- Friendly and professional demeanor
- 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 Manager** at Volunteer@LBGC.org

Our Hiring Process

- We will review the applications on a rolling basis until the position is filled.

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 10:00 AM & 6:00 PM- *Must be available at least one day per week*