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BOYS & GIRLS CLUB
OF GREATER LOWELL

Corporate & Volunteer Manager

Reports to: Resource Development Director

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$50,000-\$65,000 based on experience

Job Type: Full-time, Exempt, 40 hours per week

Overview/Position Summary

The full-time Corporate & Volunteer Manager creates opportunities for community members and local companies to connect with our staff and young people, support the operations of the Club, and enhance our daily operations. The successful candidate is excited to grow our volunteer and corporate engagement programs in both size and quality through outreach, innovative programming, and relationship building.

Responsibilities/Skills and experience relevant to this position:

- Recruit, screen, onboard and evaluate individual volunteers to assist program staff throughout the Club.
- Support the revenue goals of the organization by building corporate partnerships, increasing employee giving partners, and outreach with local companies and organizations.
- Serve as a liaison between volunteers and program managers, to ensure a pleasant and productive service experience.
- Be an onsite coordinator for volunteers at corporate volunteer events and Club events.
- Organize and oversee the Annual Holiday Gift Drive in December.
- Provide and track volunteer orientation and training.
- Maintain relationships with UMass Lowell, Middlesex Community College, Community Teamwork, AmeriCorps and other community partners that provide regular volunteer support such as student workers, interns and work-study students.
- Generate reports and give statements regarding volunteer activities as needed.
- Provide ongoing communication with volunteers through a monthly e-newsletter and email/phone communication as necessary. Develop tools and resources to show volunteer and partner appreciation.

Qualifications:

- Must understand and support Club values: Commitment, Excellence, Fun, Integrity and Teamwork.
- Ability to work in an environment with loud noises.
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention.
- Age requirement: 21+
- MA or NH driver's license and good standing driving record.
- Authorized to work in the U.S.
- Excellent written and communication skills.
- Proficient computer skills along with the ability to learn and utilize multiple platforms, including a Volunteer database (currently Volgistics).
- Bilingual/Bicultural preferred.
- Attention to detail, willingness to learn and strong organizational skills.
- Interest in working with multicultural teams with diverse constituencies.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.

Benefits:

- Paid time off, Medical, STD/LTD, Employee Assistance Program, Life Insurance, Retirement plan with employer contribution, Professional Development - for a full list of benefits, please see our website (lbgc.org).
- Flexible work schedule.
- Values and mission-driven organization.
- Interaction with a positive, community-minded team, along with amazing young people.

Our Hiring Process and Timeline

Please submit your resume to Mai Nguyen, Executive Project Manager, at mai.nguyen@lbgc.org.

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.

Updated October 2023