



*The mission of Children and Family Urban Movement is to create a community to support the potential of children, youth, and families through educational success, healthy living, and community engagement.*

**Job Title:** Volunteer Coordinator and Childcare Assistant

**Classification:** Non-Exempt

**Reports to:** Executive Director and Program Coordinator

**Date:** May 6, 2021

**Primary Purpose and Function:** Ensure program participants and volunteers are receiving direction, support and guidance that is aligned with CFUM's mission. This will involve oversight of the activities associated with volunteers; ensuring volunteer shifts are covered with trained volunteers and that special events have appropriate volunteer support. In this role 50% of time will be dedicated to setting the stage for a positive and purposeful volunteer experience by overseeing the recruitment, scheduling, processing, training, retention and recognition of all CFUM volunteers, ensuring that CFUM's volunteer needs are met. This position will transition to the role of program assistant and work directly with student participants during afternoon hours of operation. As a program assistant you will be part of a team that provides oversight of the program participants and is accountable to ensuring the safety and delivery of program curriculum.

**Essential Responsibilities:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May be responsible for one or more of the duties listed below:

*Volunteer Coordinator related duties:*

- Serve as an engaging liaison positively representing CFUM to individuals, community and volunteer groups, corporations and faith-based communities while proactively cultivating volunteers.
- Recruit, screen, interview, coordinate background checks and place volunteers for programs, work groups, speakers and events to ensure that operational and program needs are met; communicate with CFUM staff about volunteer schedules and interest as needed.
- Design, organize and conduct general orientation and training sessions for volunteers and coordinate ongoing training as needed.
- Coordinate the volunteer management program including: maintaining appropriate volunteer program manuals, tracking statistics and pertinent information on the volunteer program utilization and effectiveness including service hours and activities, developing annual goals and objectives for the program and organizing an annual volunteer recognition event.
- Coordinate receipt of mandatory volunteer forms and documents and maintain compliance with record retention requirements.
- Provide up to date Volunteer Management/Policy information for the CFUM staff and volunteers. This includes, but is not limited to, regular communication with volunteers (one on one and group), providing regular feedback and evaluation, and regular and proper recognition of volunteers.

- Utilize online registration tools, e-newsletters, website, social sites, verbal interactions and the development of other methods for efficient and effective recruitment, communication to and scheduling of all individuals, groups and community service individuals volunteering with CFUM.
- Cultivate and elevate volunteers. Provide opportunities and pathways for volunteers to become donors.
- Research and establish relationships with community organizations and companies that encourage volunteerism through volunteer time off and volunteer directed donations.

*Childcare Assistant related duties:*

- Work directly with staff, volunteers and program participants to ensure a safe and nurturing environment, relationship building, and community building.
- Assist with planning and implementation of purposeful activities for program participants.
- Deliver evidence-based programming in accordance with best practice in early childhood education; incorporating CFUM mission, values, and core program elements, with respect for community assets and needs.
- Provide direction and assistance to children and volunteers supporting programming.
- Prepare, organize and clean program space and materials.
- Facilitate small group activities with 15 or less youth.
- Provide re-direction for participants when needed and address significant behavioral issues in accordance with CFUM policies.
- Maintain positive relationships with parents through daily contact and more formal opportunities for parent involvement.
- Develop, organize and implement opportunities for parent involvement.
- Monitor and evaluate the program, including efficient and accurate management of participant data.
- Maintain positive relationships with CFUM staff including in the areas of volunteer management, communication and planning.
- Other responsibilities as assigned by the site supervisor or program manager

**Additional Responsibilities:**

- Continually research innovative and best practices in volunteer management.
- Assist in communicating in-kind donation needs for CFUM programs.
- Provide requested information on the volunteer program to CFUM leadership as needed including but not limited to periodic reports on the volunteer program and input on the volunteer program budget.

**Supervisory Responsibility:** This position has no supervisory responsibility.

**Position Type and Expected Hours of Work:** This is a full-time position. This role will typically be dedicated to program time from 1:30-5:30 pm Monday through Friday. The remaining 20 hours a week will vary, and could include nights and weekends, depending on volunteer activities.

**Travel:** This position requires up to 25% of travel within the local area.

**Work Environment:** This job operates in a professional office environment and a child-centered environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level is generally moderate to occasionally loud.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position is generally performed in the office environment and typically the employee may sit to perform the work; however, part of the time is also spent working with children and at times can require standing, walking, bending, kneeling, stopping, and crouching. The employee may be required to regularly lift and/or move items up to 10 pounds and occasionally lift and/or move up to 50 pounds.

**Education and Experience:**

Required:

- High school diploma or equivalent
- Ability to obtain and maintain current First Aid, Universal Precautions, CPR, and Mandatory Reporter credentials
- Strong written, oral and interpersonal communication skills
- Effective organizational skills and ability to meet deadlines
- Excellent relationship building skills
- Ability to work independently and as an engaged team member
- Comfortable and skilled working with a culturally diverse staff and community
- Comfortable and skilled working with children in a structured learning environment
- Ability to manage sensitive and confidential information with integrity

Preferred:

- Associates or Bachelor's degree in education, marketing, communications, or public relations or equivalent experience
- Prior volunteer management experience
- Proficient computer skills, including email, Microsoft office programs, and volunteer management and grant database systems
- Knowledge of community resources and contacts

**Additional Eligibility Qualifications:** Ability to travel to local activities and events.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Executive Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_