

## **Inspiring Minds is seeking a Leader of Volunteer Engagement.**

Inspiring Minds is a non-profit education agency founded in 1963. We are a student-centered organization, ensuring our programs are focused on promoting positive outcomes for the youth we serve.

Our vision promotes equity and access for all students to achieve grade-level standards. We believe all children can succeed in college and career with the right resources and supports. We believe in the power of relationships and that caring and committed adults can empower our students to achieve with the right guidance, training, and support.

Inspiring Minds' programs during the school year include In-School Tutoring and Mentoring, Power Lunch, the Kindergarten Project. In the summer months, we have a six-week transition to kindergarten, KidsBridge Summer Learning Program. Today, we are supporting more than 500 volunteers, 899 students in 17 elementary schools, grades PreK-5. More information about our programs can be found at [www.inspiringmindsri.org](http://www.inspiringmindsri.org)

The Leader of Volunteer Engagement is responsible for:

- Inspiring prospects to engage in our mission
- Preparing and supporting volunteers for their roles
- Managing and communicating volunteer impact
- Recognizing and rewarding volunteers for their service.

Leader of Volunteer Engagement must authentically engage volunteers by remaining current in the best practices of volunteer management, our public education system, and best practices in youth development.

Only extraordinary people work here. Our goals are ambitious but achievable. We have high expectations for ourselves, our students, and our volunteers. We do whatever it takes to ethically achieve our mission. Our ideal candidate is someone who will work hard and will have fun while dreaming big. Our ideal candidate possesses an influential and welcoming communication style, high integrity, and a positive attitude.

This position is part-time, exempt. Approximately 25 hours per week. \$20,000-\$23,000. The anticipated start date is in July 2019.

### **GENERAL DESCRIPTION:**

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### **MAIN DUTIES/RESPONSIBILITIES:**

The Leader of Volunteer Engagement will create a work plan, in consultation with the Program Director, that will include the following activities:

#### **Inspiring Prospects:**

- Identifying potential sources of and strategies for recruiting volunteers.
- Creating posts and monitor the effectiveness of recruitment postings for volunteers.
- Creating and delivering mission presentations to community-based organizations and stakeholder groups.
- Creating and maintaining healthy, trusting partnerships with participating school staff, institutions of higher education, corporations, and civic organizations key colleges and universities.

#### **Preparing Volunteers for their roles by:**

- Creating and implementing efficient systems for volunteer placement
- Providing support to volunteers in using our online volunteer management platform
- Reviewing, processing and following up on volunteer inquiries and applications
- Identifying the best fit for the prospect's service. Monitoring and approving the volunteer's selection of placement utilizing the online volunteer management platform.
- Conducting the appropriate background checks and scheduling the proper orientations.
- Communicating emerging volunteer opportunities

**Support Volunteers by:**

- Delivering volunteer orientations
- Supporting the use of our online volunteer management platform by providing technical assistance
- Visiting and supporting volunteers at participating schools (60% of time)
- Monitoring ratings and feedback from volunteers. Creating and implement strategies to resolve issues and recognize and communicate good work.

**Communicating Impact:**

- Ensuring volunteers are using the online volunteer management database to record hours.
- Creating opportunities for in-person and online feedback sessions with volunteers. Creating reports for stakeholders that include key indicators on success of program recruitment, engagement, training, support, and retention.

**Recognizing and Rewarding volunteers for their service**

- Create strategies and oversee the implementation of volunteer support, recognition, and retention activities.

**SKILLS & EXPERIENCE**

**Qualifications:**

- Minimum Bachelor's degree from an accredited Institution of Higher Education
- Must have access to transportation, as this position requires visiting schools to support volunteers.
- Must pass required national background check every year.

**Experience:**

- At least 1 year in customer facing role

To Apply: Please email resume and cover letter to [jobs@inspiringmindsri.org](mailto:jobs@inspiringmindsri.org). Please include "Leader of Volunteer Engagement" in the subject line. Resumes accepted through May 31. We will reach out in June to prospects.