



COMMUNITY YOUTH CONCEPTS

Volunteer Manager Job Description

Position Title: Volunteer Manager

Position Type: Full-time, Salaried Position

Salary Range and Benefits: \$40,000-\$47,000 with \$280 monthly benefit allotment, Paid Sick and Vacation Time, and Simple IRA

Supervisor: Operations Director

Anticipated Start Date: As soon as possible

POSITION PURPOSE: Build and strengthen the adult and youth volunteer capacity of the organization through the management of the Iowa HHS mentoring grant, and support of the CYC strategic volunteer goals.

PRIMARY RESPONSIBILITIES: Manage CYC's volunteer strategies, which expand the recruitment, training, and appropriate engagement of program and agency volunteers as vital components of CYC's organization. Conduct school and business outreach related to recruitment of partners for CYC programs. Build the capacity of CYC programs through the development, support, and management of key relationships. Provide substance abuse and problem gambling trainings as outlined in grant requirements.

EXPECTATIONS:

Oversee and manage CYC program volunteers, including diverse recruitment efforts for mentors, training, matching, outreach, management of matches, program evaluation, and grant reporting. Work with program facilitators to match students and engage volunteers in CYC weekly programs (80%)

Provide external training in Your Life Iowa, substance use prevention, and problem gambling prevention in cooperation with other CYC staff (10%)

Recruit and support organization's interns and practicum students engaged in programs as it relates to the Mentor Advantage Program(5%)

Manage Beverage Tent Fundraiser at Des Moines Arts Festival including recruiting volunteers and serving as lead for the entire weekend (annually in June) (5%)

Assist with the identification of CYC allies, including business allies who can serve as additional support, for CYC programming and refer to donor and marketing director as appropriate (as needed)

Participate in and support the CYC Strategic Partnerships Committee (as needed)

Assist in Stowe Heights Challenge Course and/or program facilitation (as needed)

Assist in the development and implementation of communication, marketing, evaluation, and strategic plans (as needed)

Provide support to the Executive Director in organizational leadership and development and process/policy development (as needed)

QUALIFICATIONS:

Ability to maintain confidentiality and follow the CYC Code of Ethics

Excellent communication skills, both verbal and written
Strong organizational and analytical skills and attention to detail
Ability to think critically and create boundaries
Ability to facilitate, train, and support groups of youth and adults
Ability to motivate and challenge people to complete high quality work
Willingness and ability to listen to and engage youth and adults in their own creative process
Able to provide and accept supervision
Able to comply with rules and regulations
Able to establish and maintain effective working relationships with individuals from diverse backgrounds, with community, volunteer, and key partners, donors, and agency staff.

MINIMUM TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's Degree in human service, human resources, or related field.
Minimum of four years of experience in direct service or volunteer management, assessment, evaluation, facilitation, policy, program development, or program management.
Experience with basic computer skills
Volunteer experience of at least three years required; experience with a national service program preferred.

HOURS OF WORK:

Full time salaried position
Night and weekend work may be required.
Day travel will be required.

REQUIREMENTS:

Valid Driver's License
Ability to pass a background check, which includes a Federal Background Check, state child abuse and sex offender registry check, and motor vehicle check.
Certification in Mandatory Child Abuse Reporter Training and Youth Program
Able to work nights, weekends, and travel overnight.
Ability to submit paperwork, press releases, and updates in a timely manner.
Must be able to stand for three or more hours at a time while facilitating programming at Stowe Heights Challenge Course.
Will occasionally be required to lift and move up to 25 pounds.

EEO

Employees must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Interested applicants should submit:

1. Resume

2. Cover Letter
3. Contact Information for three of more professional references

To CYC Executive Director, Alicia Vermeer, at alicia@cyconcepts.org or 1446 Martin Luther King Jr. Parkway, Des Moines, IA 50314. Position will remain open until filled. For questions about the position contact Alicia Vermeer.