



# Duluth Community School Collaborative

*Fostering community partnerships promoting wellness and school success for youth and families, creating a community of lifelong learners that embraces diversity.*

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## Volunteer Coordinator

The Duluth Community School Collaborative's Volunteer Coordinator Position is a full-time, salaried, exempt position responsible for recruiting, training, managing, evaluating, celebrating, and tracking volunteers to support the Full-Service Community School model at Myers-Wilkins Elementary, Lincoln Park Middle School, and Denfeld High School.

This position will report to the Executive Director and will work closely with our Program Director, Community School Coordinators, and Out of School Program Coordinators.

### Duties:

#### **Outreach and Community Engagement**

- Recruit volunteers by attending and/or coordinating events such as community outreach events, family nights, volunteer fairs, etc
- Build and maintain community, partner organization, university/college, corporate, and individual partnerships
- Produce promotional and educational materials such as fliers, event posters/signage, social media posts, DCSC website posts, and volunteer newsletter information
- Broadly promote DCSC volunteer opportunities on DCSC website, social media, emails/newsletter, and on partner volunteer sites

#### **Volunteer Program Development**

- Develop and implement an organization-wide volunteer strategy, including volunteer opportunities, training, policies, and recognition
- Attract and retain a diverse pool of volunteers that reflect our student population, with a goal of engaging 200+ volunteers annually
- Collaborate with DCSC Staff Team, DCSC Board of Directors, and school & district educators/staff to determine volunteer needs and develop volunteer descriptions
- Work closely with families, current students, and alumni to develop and support appropriate volunteer opportunities
- Help reduce barriers to parents/guardians volunteering with DCSC
- Maintain knowledge of current state and federal laws and regulations that affect intern and volunteer services for nonprofit organizations. Update DCSC Staff on new laws/regulations and volunteer best practices

#### **Volunteer Training and Management**

- Conduct initial screenings, perform background screenings, and coordinate volunteer and intern interviews and selection process in partnership with DCSC Staff Team and School District
- Train and orient new volunteers and volunteer groups to the organization, organization policies, and organization programs. Assist in detailed and ongoing training for specific programs and activities
- Support supervision of volunteers and maintain positive relationships volunteers, volunteer groups, and interns during school day, out of school programs, & events
- Support DCSC volunteer Board and Committee work
- Schedule volunteers for ongoing and one-time volunteer opportunities

#### **Data and Administration**

- Maintain accurate records related to volunteers & interns by noting individual skills, abilities, special interests, while tracking training, volunteer assignments, and other related information



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- Encourage, evaluate, and provide corrective action as needed to ensure volunteers are motivated and perform assigned duties effectively
- Lead continuous improvement initiatives by conducting ongoing evaluations of the volunteer program, its processes, policies and activities; implement improvements as necessary
- Support program grant requirements and commitment to continuous improvement by tracking volunteer data/metrics and providing reports

## **Required Qualifications:**

- Minimum 3 years of experience managing volunteers or staff with at least 1 year coordinating volunteers for a nonprofit organization or equivalent combination of training and experience that provides the required knowledge, skills, and abilities
- Past success with community and/or volunteer engagement and working with diverse communities
- Commitment to the mission, goals, and organizational values of the Duluth Community School Collaborative
- Commitment to working in-person with volunteers, staff, and students on a daily basis
- Commitment to & comfort with maintaining safety procedure expectations with young people, staff, and families
- Reliable personal transportation and a valid driver's license with the ability to travel within the Twin Ports area
- Comfort with utilizing email, word processing, spreadsheets/data management, and virtual meetings as well as phone and texting for regular communication. *Experience with Google suite including Gmail and Google Drive is beneficial, but not required.*
- Comfort with regular data tracking and reporting, including preparing reports and narratives to demonstrate progress.
- Highly organized, thorough, and detail-oriented recordkeeping and communication
- Ability to work collaboratively and independently
- Positive and approachable personality, exceptional customer service skills

## **Desired, but Not Required, Qualifications:**

- Bachelor's degree in social work, human services, nonprofit management, or related field.
- Experience working with youth and working in school and/or out of school time settings.

**Compensation:** \$45,760.

**Benefits:** health & dental insurance, generous parental leave, and wellness & vacation days

**Position Details:** This is a full-time, exempt, 40 hours/week, 52 weeks/year grant funded position. Work hours are generally between 10am and 6pm M-F, summer hours may vary. Some schedule flexibility is possible; consistent presence at afterschool programs (M-Th 2-6pm during the school year) and Family Night events is required.

**To apply, please send a cover letter and resume to [apply@duluthcsc.org](mailto:apply@duluthcsc.org)**

*It is our policy to provide equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification. DCSC is committed to holding ourselves and our partners accountable to doing the internal work necessary to ensure an actively anti-racist organization into the future.*