



small steps nurturing center

Volunteer Services Manager

Department: Development

Job Status: Full-Time

FLSA Status: Exempt

Reports To: Director of Advancement

Required: None

Positions Supervised: None

Work Schedule:

8:00 a.m. – 5:00 p.m. Some evening and weekend hours required. (As an exempt employee, one can reasonably expect to work more than the core hours stated.)

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

Strategically plan and implement the organization's volunteer program. Organize volunteer activities, coordinating the needs of the program with the interests and needs of individual and group volunteers. Volunteers are critical to Small Steps' ability to carry out our mission.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Volunteer Program:

- Work with Director of Advancement and Program Director to strategically plan the volunteer program
- Recruit, cultivate, and manage more than 600 volunteers annually
- Implement and enforce Small Steps' volunteer policies to ensure the safety of Small Steps students, including processing background checks and overseeing and monitoring interactions between volunteers and students
- Lead tours for interested volunteers and volunteer groups
- Plan, organize, & lead volunteer/buddy training with SET Team
- Develop volunteer placements, with input from the Program Director and the Director of Advancement, and lead and monitor the volunteer activities for individuals and volunteer groups
- Facilitate the relationship between Small Steps and individual volunteers and volunteer groups
- Oversee Volunteer Coordinator at DePelchin campus to ensure consistency of volunteer program and execution of events
- Electronically track volunteer numbers for grant reporting
- Prepare and monitor volunteer budget



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Young Professionals Group (YP):

- Recruit, cultivate, and manage YP volunteers
- Organize and manage all meetings, happy hour events, and volunteer events for YP Board and YP group
- Create and implement the budget and fundraising plan for YP group, with input from the Director of Advancement and the Director of Finance and Strategic Initiatives

Program Special Events:

- Plan, coordinate, and secure volunteers and donors for numerous Small Steps special events for students and families, including donor field trips, Thanksgiving Feasts, and Christmas programs
- Secure donors for and manage Christmas gift sponsorship program for more than 300 children and their families

Other:

- Recruit, organize, train, and manage volunteers for four annual fundraising events
- Support Events Manager on day/evening of fundraising events
- Manage receipt of in-kind donations from volunteers and donors

POSITION QUALIFICATIONS

Competency Statement(s)

- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Ethical - Ability to demonstrate and evaluate conduct conforming to a set of values and accepted standards.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Multitasker - Ability to manage many different projects at the same time.

SKILLS & ABILITIES

Education:

College Degree: Required

Experience:

Experience in volunteer coordination/management preferred.

Computer Skills:

Microsoft Office, daily use of Outlook, Word, and Excel
Social Media outlets

Other:

Preschool Environment: This position will office at our preschool located at 2902 Jensen Drive in the Fifth Ward of Houston.



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PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

- Stand O
- Walk O
- Sit F
- Reach Outward O
- Reach Above Shoulder O
- Speak F

Lift/Carry

- 10 lbs or less O
- 11-20 lbs O

Push/Pull

WORK ENVIRONMENT

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.