



## Community Outreach Manager

**Department:** Development

**Job Status:** Full time

**FLSA Status:** Exempt

**Reports To:** Director of Advancement

**Travel Required:** None

**Positions Supervised:** Part-time Volunteer Manager (Gulfton)

**Work Schedule:**

8:00 a.m. – 5:00 p.m. Some evening and weekend hours are required. (As an exempt employee, one can reasonably expect to work more than the core hours stated.) This position has the ability to work from home one day a week. (Attending 7:45 a.m. staff devotional at least once a week is expected.)

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### 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. Build and maintain relationships with churches and community organizations. 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.

The Manager has a sincere passion for Small Steps' mission and possesses strong communication and collaboration skills. He or she is resourceful and self-motivated and eagerly takes initiative on behalf of the Small Steps program.

To apply, please email your resume and cover letter to [hire@ssnc.org](mailto:hire@ssnc.org).

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### 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

*Volunteer Program:*

- Work with the Director of Advancement to strategically plan the volunteer program.
- Recruit, cultivate, and manage more than 400 volunteers annually, including recruiting volunteers to fill the needs of the organization.
- 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 Team 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.
- Plan and oversee volunteer programs and events at all campuses to ensure consistency. Coordinate with appropriate staff members who oversee volunteer activities at each campus.
- Electronically track volunteer numbers for grant reporting.

*Church Relationships and Community Groups:*

- Serve as the relationship manager for churches and other community group entities.
- Identify potential Church relationships that could support Small Steps' mission.

*Program Special Events:*

- Plan, coordinate, and secure volunteers and donors for annual holiday program that supports the students and families of Small Steps, including the Thanksgiving Blessing Program and the Christmas Gift Program.

*Other:*

- Recruit, organize, train, and manage volunteers for annual fundraising events
- Manage receipt of in-kind donations from volunteers and donors.
- Represent Small Steps at third party events.
- Lead informational campus tours.
- Perform other duties as requested by the Director of Advancement and Executive Director.

## **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.

## **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+

**C (Constantly)**

Position requires this activity more than 66% of the time (5.5+ hrs/day)

### **Physical Demands**

### **Lift/Carry**

|                        |   |                  |   |
|------------------------|---|------------------|---|
| Stand                  | O | 10 lbs or less   | O |
| Walk                   | O | 11-20 lbs        | O |
| Sit                    | F |                  |   |
| Reach Outward          |   | <b>Push/Pull</b> |   |
| O Reach Above Shoulder | O |                  |   |
| Speak                  | F |                  |   |

## 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.

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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.