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United Way of Northeast Florida

Position Description

# Position Title: Volunteer Engagement Coordinator

**Department: Volunteer & Community Engagement**

**Reports to: Vice President of Volunteer and Community Engagement**

**Reviewed: January 2019 FLSA Status: Non-Exempt**

***Vision and Mission*:**

At United Way of Northeast Florida, we envision a community of opportunity where everyone has hope and can reach their full potential. Our mission is to solve our community’s toughest challenges by connecting people, resources and ideas**.**

## *Purpose of Position*:

The Coordinator position is responsible for the recruitment and management of volunteers and sites for United Way’s ReadingPals, an early literacy volunteer initiative. Strong emphasis is placed on the ability to develop a recruitment and management plan that results in volunteers serving children at Voluntary Pre-Kindergarten sites in Nassau and Duval counties. The Coordinator position facilitates these efforts in conjunction with United Way affinity groups (such as Women in Local Leadership) as well as community partners- Children’s Movement of Florida, Duval County Public Schools, Nassau County School District, and Jacksonville Public Libraries.

Position responsibilities also include the development of volunteer activities and support United Way’s strategic framework focused on engagement.

This is a partially grant-funded position with an anticipated end date of June 30, 2020.

***Key Responsibilities and Essential Functions***:

**Volunteer Recruitment and Management:**

* Recruit, train and manage early literacy volunteers based on annual statewide goals set forth by the Children’s Movement of Florida
* Conduct training sessions for new and returning volunteers covering: basic literacy instruction, effective mentoring practices, Social Emotional Learning, curriculum implementation, English Language Learners, diversity, and program structure
* Understand background screening results & determine eligibility to participate
* Provide ongoing stewardship of volunteers to provide a deeper understanding and connection to United Way and support donor process
* Contribute to monthly volunteer newsletter
* Plan volunteer activities impacting education strategies that support United Way’s partner engagement strategy
* Research companies and maintain corporate relationships with education-focused partners
* Plan and organize volunteer events that support the volunteer and community engagement annual calendar
* Support volunteer engagement signature volunteer events

**Program Management and Evaluation:**

* Establish relationships with center directors, school principals and VPK teachers leading to identification of participating children, obtaining family permission slips and ensuring volunteers have a positive experience in the classroom
* Request and consolidate monthly volunteer data from each site
* Identify and recruit new participating early learning centers or elementary schools as needed
* Develop and conduct annual training for participating teachers, principals and center directors
* Complete quarterly and annual reports for donors; attend statewide meetings
* Collect and assess VPK assessment data for participating students as well as control group
* Write surveys for families, volunteers and sites. Analyze and synthesize results; using the feedback to improve programs as necessary
* Organize annual replenishment of program supplies
* Strengthen current partnerships at Voluntary Pre-Kindergarten sites through site visits and communication
* Track and analyze volunteer data using volunteer management software Get Connected
* Develop ongoing reports to demonstrate impact through volunteerism in the area of early learning

**Other:**

* Establish and develop strong relationships across internal departments including supporting the annual workplace giving campaign as a member of the Speakers’ Bureau, assisting marketing with identifying volunteers and student success stories to highlight in social and print media and staffing information tables at affinity group events
* Participate in a culture of teamwork, continuous learning and improvement while upholding the values of the organization
* Participate in and take a leadership role in other departmental and organizational opportunities and initiatives as requested

***Experience/Position Requirements*:**

* Education: Bachelor’s Degree preferred; extra consideration given to individual with three (3) years’ related experience in volunteer recruitment and management, community outreach, program management, training
* Strong leadership skills, entrepreneurial drive and creativity
* Excellent oral, written and digital communication skills
* Respect for the importance of confidentiality
* This position requires some evenings and weekends
* Experience working with school districts and/or child care facilities a plus
* Some knowledge of children’s literature helpful
* Some fundraising experience helpful
* Must have own vehicle and appropriate insurance- some fieldwork is required

***Professional Core Competencies Required***:

* Mission Focused: Creates real social change that leads to better lives and healthier communities. This drives performance and professional motivations.
* Relationship Oriented: Places people before process and is astute in cultivating and managing relationships toward a common goal.
* Collaborator (Includes teamwork and communication): Understands the roles and contributions of all sectors of the community and can mobilize resources (financial & human) through meaningful engagement. Strong supporter of a team environment.
* Results Driven: Dedicates efforts to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
* Brand Steward: Understands role in growing and protecting the reputation and results of the greater network.

***General Physical Requirements for Essential Functions of the Job:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, talk, and/or hear. Continual use of the hands with wrist and finger movement using a keyboard is required*.* Specific vision abilities required by this job include long hours viewing a computer monitor screen. The employee may occasionally travel using personal vehicle and/or work outside normal office environment.

*This description is not designed to contain a comprehensive inventory of all responsibilities and qualifications required of all team members assigned to this position. It is intended only to describe the key elements relative to each section. Also, duties and/or requirements of this position may be modified, added or deleted at any time. This supersedes all descriptions previously written for the same position. Unique equivalent skills and experience may possibly substitute for required position requirements.*

*United Way of Northeast Florida is an Equal Opportunity Employer and a Drug Free Work Environment.*