



Job Description - Volunteer Manager

Position: Volunteer Manager

Salary Range: \$20 per hour

Reports to: Executive Director

Hours/week: 20, Part-Time

About Seeds 4 Success

Seeds 4 Success (S4S) is a local non-profit in Annapolis, Maryland. We provide academic and life skill programming to children from underserved communities in Annapolis. Our mission is to work together as a community to provide children from low income communities with the skills and support to achieve success in school and life. Our vision is to see every child in Annapolis build a bright future. Visit our website www.s4sannapolis.org to learn more about the organization.

Key Responsibilities:

- Responsible for developing and implementing the S4S volunteer program
- Develop annual goals for the volunteer department
- Develop or revise program materials such as a policy and procedure manual, volunteer position descriptions, promotional fliers or brochures, and screening, training, and evaluation tools and other duties as directed by Executive Director
- Recruit volunteers. Outreach methods may include: presentations to faith, business, and/or community groups; staffing information booths at community events and colleges or universities; and utilizing social and traditional media
- Screen volunteers as necessary. Procedures might include interviews, reference checks, and criminal background checks
- Assist with orientation and training of volunteers
- Coordinate volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts
- Maintain accurate records of volunteer participation
- Evaluate progress made in achieving the program's goals
- Develop community partnerships to support the volunteer program
- Participate in VM and AmeriCorps training, service projects, and other activities to support the VM Volunteer Coordinator position

Requirements

- High school diploma and 5 years experience working with volunteer support role, or Bachelor's degree.
- Excellent communication skills.
- Highly proficient in Google Docs and Drive.
- Ability to write clearly and help with word processing when necessary.
- Ability to work well under limited supervision.
- Have a valid driver license and pass a background check.