



## **VOLUNTEER MANAGER**

### **Position Description**

2017

#### **Mission**

826CHI is a non-profit organization dedicated to supporting students ages 6 to 18 with their creative and expository writing skills, and to helping teachers inspire their students to write. Our services are structured around the understanding that great leaps in learning can happen with one-on-one attention, and that strong writing skills are fundamental to future success. More information can be found at [www.826chi.org](http://www.826chi.org).

#### **Culture**

826CHI is a creative organization that highly values collaboration, creativity, and strategic thinking. There is a lot of laughter in the 826CHI office, yet we take our work seriously and operate with a high degree of professionalism. 826CHI staff members work hard, care about details, and work both independently and as part of a team. Our model is inherently community-based and values building strong relationships with Chicago's many communities.

#### **Commitment to Inclusion**

As an organization committed to encouraging youth in their creative expression, personal growth, and academic success, 826CHI recognizes the importance of diversity at all levels and in all aspects of our work. In order to build and maintain the safe, supportive 826 environment in which great leaps of learning occur, we commit to inclusion: we will not discriminate on the basis of race, religion, ethnicity, age, gender identity, sexual orientation, socio-economic status, nationality, marital status, language, parental status, military service, or (dis)ability. We strive to put our values into action through planning, decision making, and community building.

### **ABOUT THE POSITION**

#### **The Role**

The Volunteer Manager oversees all aspects of volunteer engagement at 826CHI. This includes the planning, execution, and evaluation of volunteer initiatives. The Volunteer Manager mentors volunteers and interns to ensure 826CHI delivers the highest quality support to Chicago students and furthers the mission.

826CHI seeks someone with experience building community-based relationships and managing a diverse team of volunteers. This person is a skilled communicator (to all ages and all levels of learners), flexible with their schedule (this position requires some evening and weekend availability), willing to travel across Chicago to engage volunteers in a range of community settings and neighborhoods. The successful candidate will exhibit an attitude that is equal parts can-do and can-inspire-others-to-do.

#### **The Position**

The Volunteer Manager plays the essential role of bringing volunteer support to all areas of operations, primarily educational programs. Through recruitment, training, management and appreciation, the Volunteer Manager advances 826CHI organizational priorities set forth in our strategic plan. This is an ideal opportunity for a self-directed, highly organized person with a passion for youth education, community development, and civic engagement.

#### **Key Responsibilities**

##### **Partnership Building and Outreach**

- Builds strategic volunteer partnerships with community organizations; including faith-based groups; neighborhood groups; sororities, fraternities, and student groups; affinity groups; and other community based organizations
- Manages and expands service learning collaborations with local university and college partners
- Works with the Development Team to build corporate volunteer engagements opportunities for

corporate sponsors and teams from business and office settings

### **Management and Appreciation**

- Manages 826CHI's AmeriCorps VISTA Volunteer Coordinator, a year-long service position
- Coordinates and co-leads monthly New Volunteer Orientations
- Oversees volunteer screening through Verified Volunteers and data entry in Salesforce
- Manages annual volunteer program evaluation and planning
- Oversees volunteer appreciation campaigns and events
- Co-manages volunteer groups on social media, including Facebook and LinkedIn
- Oversees VEST, 826CHI's Volunteer Engagement Support Team
- Engages in monthly calls with 826 Network staff

### **Resources and Training**

- Updates volunteer handbooks and other volunteer resources as needed
- Works with Program Team to plan the Vol/loquium training sessions
- Works with Program Team to generate training materials that equip volunteers with methods and strategies for engaging youth.
- Develops onboarding regimen that enforces cultural competency, quality arts education, youth development, and understanding the landscape of public education in Chicago
- Manages the launch of 826CHI's Vol/loquium resource website

### **Alumni Fellowship and Internship Program**

- Works with Communications Team to update internship content on the 826CHI website
- Screens and selects intern candidates, creates schedule and plans orientation
- Designs an educational, goal-oriented program experience for interns and fellows
- Manages intern evaluation and appreciation
- Connects with intern alums through the management of 826CHI's Intern Alum social media groups
- Works with the Student Data and Impact Coordinator to manage 826CHI's Alumni database
- Launches 826CHI's new Alumni Fellowship Program

### **Reporting**

The Volunteer Manager reports to Executive Director, manages the AmeriCorps VISTA Volunteer Coordinator, and is a member of the Program Team.

### **Qualifications and skills:**

- Minimum 2 years experience working with nonprofits
- Demonstrated understanding of non-profit management and volunteer support methods
- Excellent communications skills, both written and oral including public speaking
- Excellent organizational skills
- A strong work ethic, a collaborative spirit, and the ability to manage multiple independent projects successfully
- Enthusiastic belief in the mission of 826CHI and commitment to youth development
- Flexible schedule, occasional nights and weekends required
- Travel required, access to a car or reliable transportation a must
- CPS graduates strongly encouraged to apply
- Spanish proficiency a plus

### **To apply:**

826CHI is an equal opportunity employer. 826CHI is committed to building a culturally diverse and pluralistic team. We strongly encourage applicants from underrepresented communities in the education and nonprofit sectors to apply. To apply, please fill out [this application form](#) and submit your letter of interest, resume, and list of three professional references to [Hiring@826chi.org](mailto:Hiring@826chi.org). For questions, please call 773.772.8108. The application deadline is July 31st, 2017.

*826CHI does not discriminate in hiring. We encourage people from all backgrounds to apply for this and all posted positions.*