

## **Volunteer Position Description: Volunteer Leader**

**Title:** Volunteer Leader

**Volunteer Classification:** **Regular and Capacity Building 2C**

### **Position Purpose:**

Volunteers are crucial in ensuring ACE remains strong as an organization, so that we can continue to serve our young people, and their communities, for years to come. The purpose of the Volunteer Leader position is to help develop and enhance Alliance for Community Empowerment's volunteer program

### **Results:**

This position will result in the development and/or improvement in the following volunteer management areas:

- Volunteer program resource development
- Volunteer recruitment
- Volunteer training
- Volunteer retention

### **Volunteer activities**

- Assist in varying areas of volunteer management practices (coordinating, supervising, tracking, training, evaluation, events, etc.)
- Serve as a guide/additional support for other volunteers
- Engage in funding and resource securement activities (research, strategy development, etc.)
- Assist in the development of a volunteer training curriculum
- Assist in the development of strategies for recruiting, retaining, and engaging volunteers.
- Assist in identifying additional volunteer opportunities at ACE
- Participate in volunteer engagement campaigns
- Administrative and data entry tasks
- Assist in the documentation of new or current volunteer program policies
- Collaborate with ACE's volunteer engagement team
- Assist in the maintenance of currently established volunteer projects.
- Occasionally support with Wordpress tasks and activities
- Participate, or attend one Mental Toughness activity
- Attend volunteer engagement team trainings (in person, or online) and status meetings

### **Measures**

- Number of identified volunteer opportunities
- Number of trainings and team status meetings attended

**Age Requirements:** 18 and up

**Qualifications:**

- Bilingual Spanish/English preferred but not required
- Leadership skills
- Organization skills
- Time management skills
- Communication skills
- Interpersonal skills
- Ability to collaborate well on a team
- Ability to take initiative and work independently when needed
- Reading and writing skills (grammar, spelling, etc.)
- Computer skills (Microsoft office, and/or Google Suite)
- Must be coachable and willing to be trained
- Must be adaptable and flexible to changing environment
- Patience
- Ability to receive and provide constructive feedback
- Compassion and passion for individuals in low-income communities
- Desire to serve all individuals regardless of race, ethnicity, gender, and sexual orientation

**Time frame:** 12 months

**Days of the Week:** Must at least be available on Wednesdays and/or Fridays, other days are negotiable. Occasional weekends.

**Time of Day:** Between the hours of 8am and 4:30pm preferable. Although specific times are still to be determined and negotiable.

**Number of Hours:** 6-9 hours a week

**Number of Openings:** 3

**Location:** The location in which the volunteer will serve may vary depending on the task or activity. Locations include: ACE's main building, community/recruitment events, online/virtual.

#### **Supervision**

- Volunteers must attend orientation and regular assigned trainings
- The volunteer will be supervised and trained on duties by a volunteer engagement team member
- Volunteers will receive the necessary and/or available training
- Networking and communication

#### **Benefit**

Volunteers will be a part of a dynamic team while helping in ACE's mission to rebuild lives and communities. Additionally, the volunteer will have the opportunity to develop their skills in the following areas:

- Nonprofit program management
- Project management skills
- Leadership
- Volunteer engagement and coordination
- Networking
- Communication