



Cincinnati Youth Collaborative Director of Volunteer Engagement

Position Title: Director of Volunteer Engagement

Background: Cincinnati Youth Collaborative's mission to empower young people to overcome obstacles and excel in education, career and life is fueled by over 1,000 volunteers. Volunteer participation varies across CYC programs and is geared toward mentoring, career preparation and college readiness. The Director of Volunteer Engagement is responsible for recruiting, training and supporting CYC's passionate volunteers, as well as planning organizing and directing volunteer programs. The Director of Volunteer Engagement will interact with internal and external stakeholders, realizing the potential impact in support of activities involving our students, team members, and the community, as well as our donor and fundraising efforts.

Reports to: Chief Advancement Officer

Specific Duties:

Recruit and Retain Incredible Volunteers

- Works closely with Executive Management, Program, and Department Managers to maximize corporate and community partnerships around the full scope of needs for CYC as it relates specifically to volunteers
- Develop and execute a robust volunteer recruitment strategy
- Works closely with internal stakeholders to coordinate corporate and community volunteer engagement opportunities with the organization
- Provide information to staff, students, schools and partner organizations, and the public about volunteer program needs and requirements

Design and Facilitate Engaging Trainings

- Develop and deliver enthusiastically a volunteer training curriculum that is effective, culturally competent, compliant with policies and legal requirements
- Identifies volunteer training gaps and develops or identifies new training to eliminates these gaps
- Serve as a training leader for staff training needs

Oversee Meaningful Support and Appreciation for Volunteers

- Oversee the planning and execution of volunteer appreciation and recognition events such as the CYC's Thank-A-Thon and Volunteer Appreciation events
- Identify and analyze volunteer program needs applying resources to effectively meet those needs
- Develop a resource library to better equip volunteers as they support young people who may encounter difficult situations.

- Collaborate clearly with Executive Management, Program, and Department Managers regarding volunteer prospect cultivation and identifying the proper owner for overlapping relationships

Fee for Service Supports

- Provide mentoring support services for other youth serving organizations as a revenue source for CYC.

Be an Impactful Leader

- Lead the daily operations of the volunteer engagement team, including direct management of the volunteer coordinator.
- Direct policy compliance, consistent volunteer communication, program coordination and measurement and evaluation of volunteer activities and events
- Supervise the collection, compilation and maintenance of all necessary records and information required by the volunteer program, including the volunteer database
- Analyze volunteer data using it for continuous improvement of volunteer engagement and management
- Serve as an integral member of the advancement team supporting broader advancement events and initiatives.
- Attending broader community recruitment and engagement events at the request of management.
- Some evening, weekend and holiday work may be necessary to support events and programmatic needs.
- Perform other duties as assigned that are not specifically outlined in this document

Knowledge, Skills and Experience:

- Bachelor's Degree or equivalent combination of education and experience in volunteering, mentoring or youth related programs.
- Prior experience implementing and/or leading a volunteer program
- Experience building relationships with individuals, organizations and businesses.
- Ability to think strategically about volunteer linkages to fundraising.
- Experience planning and managing small and large events.
- Proven success in working with diverse populations (students, parents, volunteers, school staff, corporate representatives) in a variety of settings, including those from low-income backgrounds

Starting Salary Range

\$55,000 - \$65,000 per year

Email Resume for Consideration:

HR@cycyouth.org