



Community Engagement & Volunteer Coordinator

Our Community Engagement & Volunteer Coordinator manages Club volunteers, engages in the community with stakeholders, builds supportive relationships with other organizations, and supports specific Club programs that are dependent on Club volunteers. This is a full-time exempt position based at the Administrative Office (1211 Lindenwood Avenue, St. Charles, MO 63301) of Boys & Girls Clubs of St. Charles County (BGCSTC) and reports to the Director of Resource Development. The salary range is between \$38,000-\$42,000 based on experience and education; position includes health benefits, paid time off, and other benefits.

Position Duties & Responsibilities:

External Relationships – 30%

- Build relationships with community influencers and "gatekeepers" to venues/events where BGCSTC can promote their services.
- Serve as organization representative at select community events and activities.
- Work with corporate, civil, and other organizations to support volunteer requests, annual partnerships, and donor stewardship.
- Participate in volunteer and staff recruitment events.
- Actively engage with the community at large as needed to promote services, programs, staffing, resource development, and volunteer needs.

Volunteer Management – 30%

- Volunteer management to include required forms, training, onboarding, data collection, and volunteer appreciation.
- Assist with special projects, events, and community engagement efforts. This includes volunteer and staff oversight at both on-site and off-site locations.
- Manage all aspects of preparation for volunteer meetings and events which include assembling materials, track attendance, data entry in CRM, meeting set up/tear down, and other logistics.
- Coordinate volunteer groups with frontline staff and other departments as needed.

Direct Club Program Support – 30%

- Direct oversight of key pre-teen and teen Club programs including but not limited to: ACT Prep, Youth of the Year, Torch Club, and Keystone Club with collaboration from Unit Leadership.
- Support Club staff in development and implementation of pre-teen and teen programming across all Club units.
- Serves as lead on key community events hosted by the Clubs including but not limited to: Back to School Bash, Trunk or Treat, and Great Futures Lunch with support from Unit Leadership and Director of Resource Development.

Resource Development Support – 10%

- Gathers information and metrics for grant applications and internal reports related to volunteer engagement, corporate partners, teen and pre-teen programs, and service projects.

- Resource Development data entry in CRM with support of Director of Resource Development.
- Recruit and coordinate volunteers for organizational fundraising events held off site.
- Coordinate with Director of Resource Development in recruiting annual partners and organizing group volunteer engagements for annual partners.

Knowledge, Skills and Abilities Required:

- Ability to meet deadlines consistently and effectively
- Ability to manage multiple projects simultaneously and work independently
- Organizational and record-keeping skills are essential
- Experience with Microsoft Office, CRM databases, and member management systems
- Easily engages with a wide variety of people
- Personable, professional individual with strong communication skills, both oral and written
- Ability to advance the Club's strategic direction
- Ability to work directly with Club members for programming
- Polished presentation and interpersonal skills
- Sound problem-solving and decision-making skills

Educational/Experience Requirements

- BA/BS preferred
- Job-related experience, such as teaching/coaching, community engagement, working in a school setting with pre-teens and teens, volunteer management, or team leadership
- Not-for-profit experience a plus

Other

- Able to lift and carry 25-50 lbs. and stand for extended periods of time
- Some weekends and evenings will be required with advance notice
- Ability to travel overnight two to three times per year for Club trainings and events
- Reliable transportation, valid driver's license, and automobile insurance
- Willingness and ability to obtain a Class E license to drive Club vans if needed
- Willingness to complete background and reference checks
- Willingness to assume other duties as assigned

To Apply: We encourage passionate and experienced individuals to submit a cover letter and resume (including 3 references), to adminunit@bgcstc.org with "Community Engagement" in the subject line.

Don't check off every box? Apply anyway! Studies have shown that women and people of color are less likely to apply for jobs unless they meet every listed qualification. At BGCSTC we are dedicated to building a diverse and inclusive workplace and developing new voices. If you're excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway – you might just be the right candidate.

Boys & Girls Clubs of St. Charles County (BGCSTC) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.

The information presented indicates the general nature/level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.