



## **BOYS & GIRLS CLUBS OF ST. CHARLES COUNTY**

### **Community Impact & Volunteer Coordinator**

The Community Impact & 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) and reports directly to the Director of Resource Development. The salary range is between \$36,000-\$41,000 based on experience and education; the position includes health benefits, paid time off, and other benefits.

### **Position Duties & Responsibilities**

- Builds relationships with community influencers and "gatekeepers" to venues/events where BGCSTC can promote their services.
- Assists with special projects, events, and community engagement efforts. This includes volunteer and staff oversight at both on-site and off-site locations.
- Volunteer management to include required forms, training, onboarding, and data collection.
- Staff 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.
- 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.
- Participates in volunteer and staff recruitment events and engages with the community at large as needed.
- Serves as organization representative at select community events and activities.
- Coordinates volunteers for monthly mobile food market with Community Health.
- Manages 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.
- Gathers information and metrics for grant applications and internal reports related to volunteer engagement, corporate partners, teen and pre-teen programs, and service projects.
- Performs other duties as required.

### **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 direction
- 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
- 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

*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. BGCSTC is an Equal Opportunity Employer (EOE).*

*To apply go online to <https://www.bgcstc.org/get-involved/careers> and download the application form and background check form. Once completed, these forms along with a resume and cover letter should be emailed to Aleisha Mulnix, Director of Resource Development at [amulnix@bgcstc.org](mailto:amulnix@bgcstc.org)*