



Position Description

Job title: Volunteer Coordinator

<u>Reports to:</u> Director of Programs	<u>FLSA status:</u> AmeriCorps Member	<u>Full or part-time:</u> Full-Time	<u>Location:</u> Hybrid
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Summary:

The mission of **Edu-Futuro** (Educación Para Nuestro Futuro) is to empower immigrant and underserved youth and families through mentorship, education, leadership development, and parent engagement. Established in 1998, Edu-Futuro reaches 2,100 children, youth, and adults annually.

Edu-Futuro seeks a full-time **Volunteer Coordinator*** to lead the organization’s efforts to enlist volunteers to support the youth, parent, and organizational activities for in-person, remote, and hybrid opportunities. The Volunteer will oversee all-volunteer outreach, recruitment, screening, and onboarding of new volunteers. The Volunteer will also develop relationships with community organizations in order to expand outreach efforts as needed. The person in this position will also mentor ELP II (College Preparation and Civic Engagement) 3 students to prepare immigrant youth for college and develop leadership skills through group and individual mentoring sessions.

Edu-Futuro’s Volunteer Coordinator is passionate about serving our mission and is motivated to empower children and youth to work towards their goals. **Edu-Futuro’s Volunteer Coordinator** executes program projects, initiatives, curricula, and activities for Youth and Parent Empowerment and/or Community Outreach. **Edu-Futuro’s Volunteer Coordinator** will excel at program facilitation, teamwork, youth engagement, multitasking, communication, and classroom management while showing mastery in clerical duties. The work will be a variety of direct service, administration, coordination, as well as logistical services in support of the operations of the programs, and gathering and inputting information for reporting and other purposes. **Edu-Futuro’s Volunteer Coordinator** will have outstanding interpersonal skills along with above-average organizational and time management skill sets. This is an overall position description; the position functions listed below are not all-inclusive.

*Edu-Futuro’s AmeriCorps Program is funded by the Corporation for National and Community Service and is contingent upon funding approval.

Service duties:

Volunteer & Outreach (75%)

- Lead marketing and outreach.
- Recruit students, mentors, and volunteers to serve in a variety of volunteer roles.
- Engage established and new community partners in supporting the organization's activities, including middle and high school administrators as well as college admissions staff.
- Learn and follow the program's manual for marketing and branding.



- Manage Edu-Futuro’s volunteer database to make sure that all programs have an adequate student/volunteer ratio to secure the success of the programs.
- Tracks virtual and hybrid volunteer hours that are collected by the teams through activity-specific attendance sheets.
- Train and support all volunteers.
- Maintain & report accurate participant & volunteer data (attendance, progress, completion).
- Organize an event for volunteer recognition during the early days of the summer of 2022.
- Work closely with immediate supervisor, DoP, to ensure all planning and programming efforts, outreach, recruitment, events, materials, resources, data, database software are in order and decision making is agreeable to the policies and procedures of the organization.

ELP (25%)

- Serve one-on-one with ELP II high school seniors to coach them through the college, financial aid, and scholarship application process on a weekly basis, during the full academic year.
- Assist with organizing youth events, such as community service, field trips, college visits, and graduation ceremonies alongside the AmeriCorps cohort.
- Support the efforts of other ELP facilitators and the overall functioning of ELP programs.

Additional duties:

- Participate fully in all team responsibilities, including but not limited to:
 - enhancing & expanding programming, student services, resources, and capacity
 - promoting **Edu-Futuro** and AmeriCorps
 - planning community service and other events
 - participating in regular team activities, such as meetings, training, reporting, and evaluation activities).
- Foster relationships with school/site administrators, other Edu-Futuro Program Facilitators, and staff.
- Participate in weekly organization meetings and other meetings and training essential to the execution of position functions. This includes non-direct service time.
- Ensure Edu-Futuro’s knowledge of and compliance with all site policies and procedures.
- Other duties as assigned.

Qualifications required:

- Bachelor’s Degree
- Available full-time (1700 hours; ca. 38 hours/week) from on or about September 1, 2021, to on or about August 15, 2022
- Basic skill set for database administration
- U.S. Citizen or Permanent Resident
- Passionate about teaching and serving the immigrant community
- Access to a motor vehicle to conduct service activities throughout the City of Alexandria, Arlington, and Fairfax Counties

- Fluent written and spoken communication skills in English

Preferred Qualifications:

- Experience providing direct or virtual social or educational services to youth and families
- Working knowledge of databases
- Excellent organization and team-building skills
- Foreign language proficiency, especially Spanish
- Relevant facilitation and/or teaching experience
- Some experience working with immigrants
- Familiarity with the Northern Virginia region, particularly the City of Alexandria, Arlington, and Fairfax Counties.

Benefits:

- Monthly stipend
- Local travel reimbursement for service-related activities
- Health insurance
- Professional development and networking opportunities
- Segal AmeriCorps Education Award which can be used towards student loans and/or to help finance higher education pursuits upon successful completion of service
- Student loan forbearance or deferment
- Gain skills and valuable experience to prepare you for a career after-service
- Make an impact in under-served communities

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings

Equal Employment Opportunity

Edu-Futuro does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

How to Apply:

Send a cover letter and resume to Natalia Montelongo, Director of Programs, at careers@edu-futuro.org. Upon receipt, additional application materials will be sent to eligible applicants. Applications will be accepted until positions are filled.



Upon request, feedback regarding the application and interview process will be provided to candidates who are *not* selected.

Revised 06/10/2021