

UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at www.uses.org.

Volunteer Coordinator – AmeriCorps VISTA

GENERAL DESCRIPTION

This opportunity is an AmeriCorps VISTA position.

Reporting to the Development Manager, the Volunteer Coordinator is a member of the Advancement Office who will work closely with staff across all departments. The Volunteer Coordinator will be responsible for tracking volunteer opportunities, recruiting volunteers, managing volunteers in an effort to deepen their engagement with the organization, maintaining volunteer data in ETO, SMARTT and Sage software, developing and documenting an agency-wide volunteer coordination strategy, and representing USES at community events.

QUALIFICATIONS

1. Bachelor’s degree
2. Demonstrated interest in the nonprofit sector
3. Excellent communication skills (oral, written, and interpersonal)
4. Strong computer experience (Microsoft Office, social media, website, etc.)
5. Technical database skills and experience with fundraising software such as Sage Fundraising 50 are preferred, but not required
6. Able to work independently and as part of a team
7. Ability to prioritize and work on multiple tasks
8. Commitment to USES mission

RESPONSIBILITIES

1. Regularly communicate with USES staff to maintain an up-to-date list of volunteer opportunities with specific detailed job descriptions
2. Coordinate evaluations both of and by the volunteer and regularly communicate with staff and participants to ensure all parties’ satisfaction with the volunteer experience
3. Conduct outreach and represent USES at a variety of volunteer fairs and community events and develop a strategy to target South End and Lower Roxbury residents as volunteers
4. Maintain volunteer data in ETO, SMARTT and Sage software
5. Meet with other volunteer management professionals and attend relevant training opportunities
6. Using the Volunteer Services Logic Model, work with Development Manager to refine and implement best practices for engaging and retaining volunteers

7. Supervise volunteers with on-going volunteer roles
8. Build upon the documentation of Year 1 activities to create a written manual detailing USES volunteer services procedures
9. Plan and implement annual Volunteer Appreciation activities

The above statement reflects the general details considered necessary to describe the principal function of the role identified and shall not be considered a detailed description of all the work requirements that may be inherent in the position.

To apply, visit <https://my.americorps.gov/mp/listing/viewListing.do?id=55284> and send a resume, cover letter, and a brief writing sample responding to the below questions to VISTA@bostoncares.org. Questions: 1) Why are you interested in doing a year of service and why are you interested in this particular VISTA position? 2) Tell us about a time in the United States' history that community service made a significant impact bringing about change.