



Outreach Program Coordinator

20-25 hours/week

Pay range: \$19 - \$22/hour

Hybrid - in office 2x/week

How To Apply:

Please send the following documents to HR@hands4hopeyouth.org :

- Resume
- Cover letter

Candidates who move forward in the selection process may be asked to provide up to three references and letters of recommendation.

The position is open until filled.

Our Mission:

Established in 2008, Hands4Hope - Youth Making A Difference is a youth-led organization with Education and Outreach Programs that utilize the service-learning strategy to inspire and empower youth in leadership and service. Hands4Hope strives to develop and nurture youth leaders in our community into socially responsible, civic-minded residents who have compassion for others; who engage in action to bring about change; and who work for a safe, vital community. Hands4Hope youth create and plan their own projects to support local charities and address unmet community needs. Hands4Hope provides unique opportunities for youth to gain invaluable hands-on experience and skills.

Understanding of and commitment to the mission of Hands4Hope - Youth Making A Difference

Job Summary:

Under the general direction of the Deputy/Program Director, the Outreach Program Coordinator plays a crucial role in managing and enhancing the Hands4Hope - Youth Making A Difference Outreach Program. This position involves recruiting, training, and supervising youth participants and adult volunteers to ensure they are effectively engaged in our mission, in addition to building strong relationships with Hands4Hope's community partners. The ideal candidate will demonstrate strong leadership, communication, interpersonal, and organizational skills, with a consistent ability to build relationships and effectively engage youth and community partners. The Outreach Program Coordinator will work closely with various departments to align volunteer efforts with organizational goals, and act as a first point of contact for adult volunteers, youth participants and agency partners. They will be a strong supporter of the organization's mission, be responsible for completing diverse administrative tasks, and collaborate with Hands4Hope - Youth Making A Difference staff. The Outreach Program Coordinator will interact with staff, board members, agency representatives, business associates, vendors, and

participants/volunteers, and must project a professional appearance and demeanor during all work-related activities and communications.

Essential Duties and Key Responsibilities:

Outreach Event Management:

- Coordinate all aspects of the Outreach Program, working with adult volunteers, youth participants and community partners
- Consistently monitor Outreach events to ensure safety, relevance, and alignment with Hands4Hope's goals and outcomes
- Maintain Adult Lead Outreach Event Guide, Checklists and Emergency Plans
- Oversee donation management, shopping, and procurement of materials and food for all Outreach events
- Work with the Communication Coordinator to ensure correct information is going out to participants and the public about events (emails and social media posts)
- Create a digital and printable monthly Outreach Calendar
- Maintain the in-kind financial/donations report spreadsheet
- Oversee Outreach Budget
- Author Outreach Program Board report and updates as needed
- Oversee and respond to inquiries regarding Outreach Program/opportunities
- Represent Hands4Hope at monthly community meetings in El Dorado County

Volunteer Management / CERVIS (database) Administration:

- Post and monitor events, manage volunteer hours, signature forms, confirmations
- Assist in maintenance of volunteer database and running reports as needed
- Update event and confirmation information and emails as needed
- Work with Administrative Assistant to help volunteers with questions and login issues as needed
- Work with IT Manager to troubleshoot problems with Cervis as needed
- Coordinate adult leads for monthly Outreach Events, filling in as adult lead as necessary
- Review volunteers signed up for outreaches:
 - Medical issues, photo releases, permission forms, liability waivers as needed, etc, highlighting important information for the adult lead as needed
 - For ALL events, confirm we have the correct number of fingerprinted adults
 - Send confirmation emails for all Outreach Events
- Communicate with adult leads before and after all outreaches/events (confirm who attended, discuss any issues/concerns, share appreciation, etc.)
- Answer phone calls and emails from volunteers in regard to outreaches/events in a timely manner
- Oversee recruitment and training of adult leads for Outreach Events
- Coordinate adult lead and youth participant recruitment
- Coordinate annual Outreach data collection through surveys for adult volunteers, youth participants and partner agencies

- Support volunteer appreciation efforts

Required Qualifications:

- Experience: At least one year of experience working in volunteer coordination, preferably with youth and working with a non-profit organization (may include working as an employee or a volunteer)
- Experience: At least one year experience planning and implementing events
- Experience in recruitment strategies to attract potential volunteers preferred
- Education: High school diploma required; an Associate of Arts degree preferred; education or experience at a level to demonstrate the ability to perform the duties and responsibilities as described
- Successful completion of background investigation

Required Knowledge, Skills, and Abilities:

- Ability to interface well within all facets of Hands4Hope and represent Hands4Hope in a highly professional manner
- Must demonstrate proficient skills in Google Suite (Drive, Docs, Sheets, Slides and Forms)
- Must have the ability to work with basic mathematical concepts as required for fundraising support and budget management
- Work independently, accomplish work with minimal supervision and be flexible and adjust to changes as needed
- Ability to report and perform tasks in a physical work office environment, including the ability to lift, move, and load boxes and other items as needed
- Ability to plan and implement large scale events, mentoring youth and communicating with other staff and adult volunteers
- Adhere to Hands4Hope's safety and confidentiality guidelines

Working Hours:

- Attend and participate in scheduled meetings as needed, including:
 - Weekly Staff Meeting (Monday mornings)
 - Other meetings as needed (partner agencies, adult and youth volunteers, community members, staff, etc)
- Ability to maintain consistent, regular attendance and the flexibility to work expanded business hours including early mornings, evenings, and weekends as needed
- Standard Working hours: 20-25 hours per week; at times working 30 hours or more, with applicable overtime
- Typical work day is 9:00am-2:00pm (schedule is flexible)
- Available to work early mornings, evenings, and weekends as needed for events and meetings
- Hybrid work arrangement with both remote and in-office responsibilities, typically required in-office 2x a week

Travel Requirements:

- Frequent local travel for meetings and events
- Occasional out-of-city travel for conferences and training
- Proof of valid driver's license and insurance
- Access to reliable transportation

Must be willing to be trained as a:

- A LGBTQ+ Ally
- Mandated Reporter

Disclaimer:

Hands4Hope - Youth Making A Difference is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law.

Candidates must be eligible to work in the United States without sponsorship. Candidates will be required to undergo a criminal background check prior to hire.