

FRESH VOLUNTEER & CLUB COORDINATOR

Grade 33

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Manages and coordinates projects, clubs, social media and a volunteer workforce for the FRESH Program; supports FRESH staff in the commitment to integrate health, wellness and nutrition into the School Division and community.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Manages and coordinates projects and volunteers for the FRESH Program.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Possess excellent communication skills and the ability to develop a rapport with adults and children
- Experience managing and prioritizing multiple tasks and work both independently and as part of a team
- Research and write volunteer policies and procedures, including risk assessments and evaluations
- Generate appropriate volunteering opportunities and role descriptions based on the needs of FRESH
- Promote volunteering (internally and externally) through recruitment, staff awareness and training
- Interview, recruit, monitor, support and motivate volunteers
- Plan and execute community volunteer days, create promotional materials, budget necessary costs, and communicate with partners and participants
- Partner with staff in order to manage overall volunteer performance
- Submit regular articles for monthly newsletter, social media postings and other communication
- Contribute to and implement all club policies and procedures
- Collaborate with internal and external personnel (e.g. FRESH team, administrators, Wellness Leaders, Facilitators, community members, etc.) to assist with volunteer staff and after school club programming
- Coordinate schedules and logistics for school-based programs
- Provide planning for afterschool clubs that focus on fitness, nutrition, and wellness
- Maintain frequent contact and provide assistance to FRESH Wellness Leaders
- Maintain records for the purpose of documenting volunteer hours and club activities
- Foster and maintain a team spirit within the FRESH Team
- Develop and deliver presentations to internal and external personnel (e.g. FRESH team, administrators, Wellness Leaders, Facilitators, community members, etc.) as needed.
- Performs assigned duties with minimal supervision

KNOWLEDGE, SKILLS AND ABILITIES:

Possess excellent communication and interpersonal skills, and the ability to deal with a diverse range of people. Experience with managing or coordinating projects and volunteers (paid or unpaid) is needed. Must have strong organizational and writing skills and the capacity to inspire and motivate others, deal with information in a confidential manner and respond with sensitivity. Must have social media skills, the ability to establish and follow detailed work processes; meet deadlines and schedules; maintain records for review; and foster effective working relationships. Ability to motivate individuals with a positive attitude with incredible relationship-building abilities, and a natural talent to lead. Possess a flexible attitude, ready and able to change so as to adapt to different circumstance within a changing environment. Ability to work autonomously. Excellent time management and creative thinking skills

EDUCATION AND EXPERIENCE:

Must have a minimum of two years of experience and a Bachelor's degree from an accredited university or a combination of related education and work experience to equal four years in managing people.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Must have a valid driver's license. Travel between schools and division administrative offices may be required.

Work schedule is flexible (weekday, nights and some weekends) and will require community involvement and remote working hours when necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.