

## **Chicago Debate Commission Volunteer and Outreach Coordinator Job Description**

The Chicago Debate Commission seeks a full-time Volunteer and Outreach Coordinator who will expand the organization's volunteer base to serve over 1,500 students throughout the city of Chicago in accordance with the mission of empowering the voice of urban youth through debate.

### **Position Overview**

The Volunteer and Outreach Coordinator is engaged in multiple aspects of program and development work for this small well-regarded non-profit. He/she will have the opportunity to make a deep impact on the lives of thousands of Chicago students. Ideal candidates will have prior training and experience in volunteer recruitment and administration; an enterprising and positive spirit in expanding our network of volunteers and supporters; strong communication, organizational and follow-through skills; and an outgoing and professional demeanor with community members.

The bulk of the CDC's volunteer need is for people to judge at debate tournaments that take place throughout the school year on Friday nights and Saturdays. The Volunteer and Outreach Coordinator need not be connected with debate initially, but he or she will be expected to become familiar with the debate program and its judging needs, and act as an advocate for debate in the community.

This position reports to the Program Director on volunteer efforts, works with the Development and Communications Manager and Executive Director on relevant community outreach, and works in a vibrant, collaborative team of 9 staff members.

Responsibilities include but are not limited to the following:

### **Volunteer recruitment and management (est. 80%)**

- Recruiting new volunteers, and managing, supporting, and cultivating existing volunteers for retention. The volunteer coordinator can expect to work with 350+ volunteers over the year.
- Creating a streamlined, comprehensive and clear volunteer management system, from recruitment, to communications, to acknowledgement and recognition
- Documenting the system to sustain volunteer efforts beyond the employee's tenure
- Regularly and aggressively contacting volunteers about upcoming opportunities using e-mail, phone, and social media contacts; many successful appeals are on an individual basis
- Structuring, managing and updating our Neon database for volunteers
- Answering inquiries from potential volunteers in a timely fashion and updating CDC websites with relevant information
- Obtaining and organizing W9 paperwork for paid volunteers
- Working with the CDC's Bookkeeper/Office Manager to assist in paying stipends to volunteers

- Creating volunteer recruitment and training materials, including handouts, flyers, and videos
- Organizing and leading all volunteer trainings
- Greeting, training, supporting and organizing volunteers on-site at school events (this includes frequent work on Saturdays – comp days are offered in the following two weeks for any full Saturday worked)
- Thanking volunteers individually after events
- Profiling notable volunteers and marketing volunteer opportunities
- Meeting with current and potential community partners to expand our volunteer base, including universities, community and civic groups, and school staff
- Attending volunteer recruiting fairs, college activity fairs, public events, volunteer workshops, and other relevant events that would help us build our volunteer capacity

### **Other Community Outreach (est. 20%)**

- Work with Development and Communications Manager to maintain connections to alumni of our program, who provide an important volunteer base. These connection efforts may include one or more outreach events, database work, and online communities
- Conduct parent outreach, involving parent meetings or events at select schools and/or at debate tournaments, to connect parents with our program and solicit parent volunteers and support.
- Assist Development and Communications Manager in management of Associates’ Board, whose mission includes, in part, supporting volunteer efforts.
- Develop and cultivate partnerships with other community and non-profit partners with an eye toward core organization needs like volunteers, visibility or fundraising
- Have a supporting role in public events like an annual luncheon, public debates, and media

### **Job Qualifications**

- Bachelor’s or Master’s degree (or equivalent) with strong academic record
- Training in and 1-4 years of experience in volunteer recruitment and administration
- Organized and detail-oriented, willingness to serve and lead volunteers, teachers, and students
- Must have ability to prioritize multiple assignments and maintain dozens of relationships
- Enthusiasm for mission-driven work and interest in urban education issues
- Professional experience in a nonprofit organization or in urban volunteer management is most valuable. Experience in debate is a plus, but secondary to volunteer coordinating experience.
- Outgoing, friendly and professional demeanor - must have strong interpersonal and communications skills, and ability to work both collaboratively and independently
- Strong writer with excellent verbal presentation and online communication skills
- Moderate computer skills including use of Word, Excel, Powerpoint, web-based Google forms, Google Drive, basic Wordpress, and the Neon database
- Basic design skills in Adobe software are a plus, but not required

- Position requires utmost integrity; ethical behavior and appropriate business practices are expected and the position requires managing sensitive personal and financial information
- Must be willing and able to pass a background check and TB test (and any others required by Chicago Public Schools) – position manages student volunteers who are minors

## **Compensation and Hours**

\$38,000- 50,000 based on experience. Total working hours will be 40-50/week. This position will be based in the CDC's downtown offices but will also include training and administrative responsibilities at universities, corporations, and the school sites where volunteer opportunities take place on 2-3 Saturdays a month from October through March. The position will begin in the summer of 2017.

## **To apply**

Submit a cover letter, resume, short writing sample and salary requirements to [davidsong@chicagodebateleague.org](mailto:davidsong@chicagodebateleague.org). We will accept applications on a rolling basis until the position is filled, and intend to start interviews in June 2017.

The Chicago Debate Commission is an equal opportunity employer.