

Youth & Volunteer Services Coordinator

The Youth & Volunteer Services Coordinator works with the Recreation Director and various community organizations and youth serving agencies to build collaborations and strengthens the support system that exists for the youth of the community.

The Youth & Volunteer Services Coordinator also works with the Personnel Director to recruit, screen, train and assign new volunteers to programs throughout the City of Somerville. The Coordinator will work closely with department heads and program directors to clearly define the roles of volunteers and how they will support the City programs. The Coordinator will develop and implement the recruitment-outreach strategy and will develop and maintain volunteer assignments, schedules and duties.

Youth Services Coordinator

- The Youth & Volunteer Services Coordinator is responsible for managing and strengthening programs for youth including ongoing programming, field trips, and special events. The Coordinator will conduct fundraising events, seek new grant funds, and implement community service programs. The Coordinator will also provide referrals and resources for clients and participate in the recruitment of new membership. This position is responsible for overseeing and managing the Mayor's Summer Jobs program.

Volunteer Coordinator

- Somerville's city-wide volunteer program, known as SomerServe, drives volunteer activity to the areas where Somerville's needs are greatest: strengthening communities, building neighborhood connections, improving education, health, emergency preparedness and protecting our environment. The Youth & Volunteer Services Coordinator will implement the SomerServe program which is based on best practices in other cities and programs; oversee, organize and direct the SomerServe Program; recruit new volunteers; direct the matching of people with skills and interests to the tasks that need to be done; provide orientation training for new volunteers; provide on-going training and support for current volunteers; provide orientation and support to staff; maintain and strengthen collaboration with local community groups and individuals; develop promotional materials (i.e. flyers, letters, emails, etc.) as part of outreach efforts; assist in writing descriptions of existing and new volunteer opportunities; assist with the production of an annual volunteer and business partners' event; assist in developing a positive volunteering culture and experience for the school district; update and maintain applicant data as well as current volunteer data in the volunteer database; maintain all related volunteer records; provide related volunteer reports as needed; perform exit interviews of volunteers; and other duties as assigned by the City.

Qualifications

- Graduate of a four year college with a Bachelor's degree with more than three to five (3-5) years related work experience; or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Possess strong organizational skills.
- Demonstrated verbal and written skills.

- Proficiency in Microsoft Office.
- Demonstrated ability to work with community networks.
- Ability to empower and motivate others.
- Ability to develop effective and constructive working relationships with children/adolescents and service providers; ability to deal with clients in crisis; ability to respect the confidential nature of working with clients.
- Experience as a volunteer or directing a volunteer program preferred.
- Knowledge of issues related to youth/adolescents and their families with experience in a clinical/therapeutic manner; working knowledge of youth serving agencies in MA (DSS, DYS).
- Bilingual preferred.