



Volunteer Assistant

Job Description

Position Overview

The Volunteer Assistant works closely with the Donor Systems and Volunteer Manager and the Enrichment Director to deliver quality volunteer experiences for the benefit of Freedom School Partners (FSP), families, site partners, and volunteers.

Primary Responsibilities

The Volunteer Assistant will provide support for Freedom School Partners' volunteer program, including but not limited to:

- Participate in Harambee! at one of the sites each morning of the Freedom School program unless assigned to another task.
- Monitor the Site Administrative Intern (SAI) submission of Harambee and OSA feedback forms; flag missing forms; contact SAIs to remind them of missing daily submissions; notify appropriate supervisory staff as needed to ensure submission of feedback forms.
- Review all daily feedback information to flag concerns with field trips, on-site activities (OSA), or volunteers; report problems to the Donor Systems and Volunteer Manager and Enrichment Director.
- Act as supply coordinator for sites, as needed.
- Assist Donor Systems and Volunteer Manager in purchasing and delivering Servant Leader Intern (SLI) weekly appreciation items to specified sites, as needed.
- Assist with issues or concerns with VolunteerHub, FSP's online volunteer portal.
- Provide customer service for questions or concerns regarding volunteers, as needed.
- Take leadership and maintain oversight of FSP's Scholastic Book Fair, including setup/breakdown, training of volunteers, and daily reconciliation of cash receipts.
- Other duties yet to be assigned.

Qualifications

- Enthusiasm for the CDF Freedom Schools® program and commitment to children's advocacy and servant leadership
- Strong interpersonal skills, ability to motivate others and organize scholars and volunteers
- Interest in working as part of an intergenerational team of staff, volunteers, and interns.
- Exhibit positive behavior and attitude; model a mature and professional demeanor
- Ability to communicate effectively, both orally and in writing, with staff, Site Partners and site volunteers
- Strong organizational and process management skills
- Ability to prepare Word documents, spreadsheets and e-mail communications
- Strong appreciation for individual cultural history and the willingness to be open to, and respectful of all cultures
- Valid ID and reliable transportation
- Fully vaccinated against COVID-19
- Satisfactory drug test and satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Donor Systems and Volunteer Manager.

Compensation and Benefits

- Stipend based on experience
- May 31, 2022 – August 5, 2022
- 1 paid holiday (July 5)
- Mileage reimbursed at set rate



About Freedom School Partners

Freedom School Partners is a nonprofit organization with the mission to “promote the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning.”

Application Process

Interested applicants should send cover letter and resume to admin@freedom-school-partners.org

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Equal Employment Opportunity

FSP desires to have a work-force, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.