



Development Assistant Job Description

Overview

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

Specific Duties

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

- Participate in *Harambee!* at one of 18 sites each morning of the Freedom School program.
- 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, or volunteers; report problems to the Volunteer & Donor Coordinator and appropriate Region Director.
- Act as supply coordinator for sites, as needed.
- Assist V&DC in purchasing and delivering Servant Leader Intern 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.
- 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
- Satisfactory drug test and satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Volunteer & Donor Coordinator.

Compensation and Benefits

- Stipend, based on experience
- May 28, 2019 – August 2, 2019
- 1 paid holiday (July 4)
- 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 Tommy Hudnall at tommy@freedomschoolpartners.org.