

Director of Volunteer Engagement

Tutoring Plus of Cambridge is a local nonprofit that provides free tutoring, mentoring and enrichment programs to students in grades 4-12. Our programs support our work to close the opportunity gap and are based on the belief that all students deserve equal access to educational opportunities. We are a grassroots organization with a passionate, committed staff.

The Director of Volunteer Engagement reports to the Executive Director to manage outreach efforts for the organization. The Director of Volunteer Engagement works closely with the Director of Programs and will coordinate over 160 volunteers each year and equip them with the skills and resources to support our young people. This position requires excellent written and verbal communication skills, strong attention to detail, exceptional interpersonal skills, ability to train adult learners, and flexibility. Duties and responsibilities broadly support volunteer management and visibility of the organization.

Responsibilities

- **Oversee volunteer management including**
 - Recruitment through volunteer fairs, online postings, events, etc.
 - Interviewing, processing and placement of all volunteers
 - Identifying, developing and presenting trainings for volunteers
 - Ongoing support for volunteer-student matches, including time spent at programs, reflections, and continuous communication with program staff and volunteers
 - Visit all programs regularly and work directly with students and volunteers in order to support understanding of programs and student needs
 - Conduct end of year volunteer reporting
- Facilitate the Volunteer Advisory Committee, leading meetings and coordinating activities
- Serve as main point of contact for Work Force partnership for high school programs
- Develop content for social media (Facebook, LinkedIn) and newsletters
- Maintain website and update content regularly
- Develop and maintain organizational calendar
- Attend relevant community meetings and events to promote the organization
- Other organizational tasks as assigned

Qualifications

- Bachelor's degree plus 2-5 years relevant experience
- Excellent verbal and written communication skills
- Ability to prioritize, manage multiple projects, plan ahead and meet deadlines
- Strong attention to detail while also understanding the big picture
- Exceptional interpersonal skills
- Ability to work well independently and as part of a team
- Ability to interact appropriately with students, families, volunteers, community partners, donors and Board members
- Willingness to adapt to changing situations
- Sense of humor
- Commitment to goals and mission of Tutoring Plus
- Knowledge of nonprofit sector
- Experience with MailChimp, Word Press and social media a plus
- Prior volunteer management experience a plus



Hours and Salary

- Typical week will be 35-40 hours, M-Th from 10am-7pm; flexibility on Fridays and July-August
- Salaried position; salary based on experience and qualifications (\$36,000-40,000)
- Dental insurance offered plus partial health insurance reimbursement