

Position Description for Director of Volunteers
Big Sisters of Greater Racine, Inc.

Purpose

This position is a 20-hour per week salaried position. The position will be paid \$18,000 - \$20,000 depending on experience. The Director of Volunteers coordinates mentor/mentee relationships, cultivates and supports volunteers, evaluates referrals of potential Little Sisters into the program, and pulls from our 16-member “working” Board of Directors the required resources to help move our mission forward.

Our Mission: *Changing Lives Two By Two*. We help young girls become young women. Big Sisters of Greater Racine is a mentoring organization founded in 1968. We change lives two by two by investing in both women and girls who live within the greater Racine area.

Essential Duties

- Screen and match potential Big and Little Sisters
- Train, support, and grow volunteers
- Represent our organization at speaking engagements and/or community functions
- Collaborate with Board members for all activities and events for relaying information to our Bigs and Littles.
- Maintain social media accounts

Associated Duties

- Attend monthly Board meetings
- Attend Activities, Annual Banquet, Holiday Party, and Fashion Show to disseminate information to our Bigs and Littles, per invitation by the Committee Chair.
- Run the day-to-day operations of the non-profit as directed by the Executive Committee
- Performs related duties as assigned

Knowledge, Skills, and Abilities

- Experience working with diverse populations
- Preferred Bachelor’s degree in human services or related field and minimum of 3 to 5 years of experience in social work or non-profit work.
- Excellent organizational, project management, and time management skills
- Ability to cope with limited resources, seize opportunities, and think creatively
- Proficiency in Google Workspace, including Gmail, Google Drive, Google Calendar, Google Meet
- Experience with using a CRM, preferred.
- Before being offered the position, the final candidate must consent to a confidential background check by SecureSearch
- Must possess and maintain a current, valid driver’s license and vehicle
- Provide proof of auto insurance
- Must sign Employment Contract before start date.

Physical Demands of Position

- Frequently required to stand, walk, and sit
- Occasionally required to reach above shoulders; climb or balance; stoop, kneel, or crouch
- Occasionally lift and/or move up to 25 pounds
- May be required to work in outside environments for activities

Environment/Working Conditions with the ability for flexible work location and hours. Some night and weekend hours for activities and meetings required. Our Director of Volunteers conducts home visits with potential Little Sisters and attends activities/events in the community.

Salary: \$18-20,000 depending on experience

Equipment Used: smartphone, computer, printer/scanner combo

Big Sisters of Greater Racine, Inc. is an equal employment opportunity employer.

Please submit a letter of interest and resume to melissadonaldson@bigsistersracine.org no later than November 21st.