



Assistant, Volunteer Recruitment Job Description (part-time)

Organization Overview

Horizons for Youth is a community committed to helping students in kindergarten through post-secondary, recognize and achieve their full potential. Our mission is to transform children's lives by providing targeted resources, rooted in education, in a trusting partnership with their families and communities.

Position Overview

The Assistant, Volunteer Recruitment's responsibilities include recruiting and training new volunteers, such as our mentors, tutors, and workshop coaches; keeping a database of volunteer information and skills; matching volunteers to opportunities that suit their skills; and conveying the organization's purpose to the public.

This position is part-time at \$20.00/hour for up to 30 hours/week. Some evening hours and weekends may be necessary. Access to reliable transportation is preferred, and reimbursements for mileage and parking will be provided. Applicants must be 18 years of age or older and a background check is required.

Reporting Team

This position reports directly to the Director of Partnerships & Advocacy and collaborates with the Manager, Volunteer Engagement.

Summary of Primary Objectives

- 1) **Recruitment (80%):** manage recruitment, onboarding, and training for all incoming volunteers with a strong understanding of the organization's mission and purpose.
- 2) **Database & Record-keeping (20%):** maintain the integrity of the organization's database by properly collecting volunteer information, availability, skills, and other pertinent information.

Responsibilities by Performance Objective

- 1) **Recruitment (80%)**
 - Manage day-to-day activities including follow-up with volunteer inquiries via email/phone, implementing volunteer training, and follow-up with paperwork.
 - Identify and attend volunteer fairs, or other community outreach throughout the city, that will expand Horizons' volunteer reach.
 - Coordinate and lead individual info sessions to communicate volunteer opportunities and requirements and assess candidate fit with programs.
 - Recruit volunteers who are reliable and can offer the appropriate commitment to the student they will be paired with.
 - Include a focus on recruiting diverse volunteers (race, age, education, and other factors) as a critical element of recruitment efforts.
 - Respond to and track all inquiries for volunteer opportunities including phone calls, website applications, and personal referrals.
 - Maintain high familiarity with the organization's mission and overall volunteer needs.



- Provide insight and collaborate with the Director of Partnerships & Advocacy to refine and implement the organization's recruitment and retention strategy.

2) Database and record keeping (20%)

- Collect volunteer information, availability, and skills to maintain an up-to-date database through the organization's CRM, Salesforce.
- Identify and leverage marketing tools and outreach programs, such as email and VolunteerMatch to recruit volunteers.
- Maintain all volunteer forms and applications up-to-date based on annual calendar and/or needs of the organization.
- Perform background checks on volunteers via SV2Verify online platform, as appropriate.

Skills & Requirements:

- Must be fully vaccinated for COVID-19 (one dose of J&J or two doses of Moderna or Pfizer).
- Experience in customer service, sales, volunteer recruitment or likewise. Background in volunteer recruitment is preferred though not required.
- Passionate about serving Chicago's under-resourced communities and sharing the mission of Horizons for Youth with the public.
- Working knowledge of Salesforce, Microsoft Suite (Outlook, PowerPoint, Excel, etc.), and Google Suite (Email, Drive, Forms, etc.).
- Excellent written and verbal communication.
- Highly independent and organized.
- Experience working with diverse populations.
- Ability to lift and move objects weighing from 20-40lbs.
- Access to reliable transportation is required.
- This position is hybrid with in-person events required and opportunity for remote work.
- Must have flexible schedule, Monday through Friday, within standard 9AM-5PM office hours. Some evenings and weekends may also be required.

How to Apply

To apply for this opportunity, please fill out this [Google Form application](#). If you have a Google account, you will be prompted to log in and upload your resume through the form. If you do not have an account, please email your resume to Jacqueline Barajas, Director of Partnerships & Advocacy, at jacqueline@horizons-for-youth.org.

Equal Opportunity Employer Statement

Horizons for Youth is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Horizons for Youth does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Horizons for Youth is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.