



**Position:** Director of Outreach and Volunteerism  
**Reports to:** Chief Officer for External Relations and Advancement  
**Department:** External Relations and Advancement  
**Work Location:** 151 Lawrence Street, Brooklyn, NY  
**Hours:** Full Time

Brooklyn Community Services (BCS) empowers Brooklyn residents to maximize their potential. We strengthen families, educate children, and help adults dealing with poverty, homelessness, mental illness or disabilities become self-sufficient. With award-winning programs and 30 locations across Brooklyn, BCS serves over 20,000 individuals every year. BCS was founded by volunteers in response to the plight of Civil War veterans and homeless children who lost their fathers in the war. Volunteerism remains at the heart of what we do. The passion and dedication of our volunteers allows us to leverage limited resources to reach a greater portion of the community. We rely on the energy and dedication of some 800 volunteers every year, who give back through our signature group volunteer events or as dedicated on-going volunteer placements.

BCS is seeking a Director of Outreach and Volunteerism to join our External Relations and Advancement (ERA) team. This role will be responsible for the goals and vision, as well as the daily operations of our volunteer program. They will also take the lead on our outreach and community organizing efforts to recruit additional clients and introduce the community to BCS.

We are seeking a socially confident and outgoing professional with the ability to multi-task and adapt quickly to change. A genuine interest in relating to people of all backgrounds and a passion for volunteerism are ideal attributes for this position. Strong supervisory skills are also highly desirable.

**Responsibilities:**

Volunteer Program:

- Manage BCS's Volunteer Program. Work with program staff to create volunteer opportunities that are attractive to the community and/or serve BCS needs. Work to standardize the volunteer experience across BCS.
- Conceptualize, implement and manage group volunteer events like gardening, "speed mentoring", community clean-ups, career days and more.
- Working with BCS staff, strengthen systems for recruitment and retention of long-term volunteers for volunteer positions like mentor, tutor and clerical assistant.
- Cultivate relationships with individuals, community based organizations, churches, and corporations to build strong partnerships. This includes working with corporate volunteers to leverage grant opportunities and other ways to support BCS.
- Create and implement a plan to boost charitable giving by volunteers.
- Organize, promote, and manage the monthly one-hour Information Session for new and prospective volunteers
- Conceptualize, implement and manage an annual large-scale volunteer initiative, Spring into Action. Spring into Action is BCS' annual two-week long series of daily volunteer projects across BCS programs and with partnering organizations. Work to find and sustain financial support for the initiative.

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**Brooklyn Community Services**

- Supervise interns and fellows who work on volunteer capacity.

**Outreach:**

- Work with BCS programs to increase their visibility in their local neighborhoods, through outreach and community organizing.
- Represent BCS, or train other staff to do so, at local events, community gatherings, workshops, trainings and to community leaders, local politicians, and community-based organizations.
- Identifying which issues are important in the neighborhoods served by BCS and building coalitions/mobilizing community members to tackle these issues.
- Develop and maintain database consisting of community and stakeholders contact list.
- Spearhead two annual drives for in-kind donations: the Holiday Gift Drive and toiletry drive for homeless women. Develop new ways for community members to support BCS through in-kind donations.
- Work alongside the Communications and Outreach Associate to ensure that program staff have adequate outreach materials.

**Other:**

- Participate in and support all other ERA activities as assigned.

**Qualifications required:**

- BA degree and availability on weekends and evenings to attend event and run volunteer projects.
- Experience working in the nonprofit sector and a solid understanding of organizations that provide programs and services to people in the community.
- Candidate must have the ability to work within diverse communities; and maintain positive working relationships with volunteers, staff, donors and Board members. Ability to navigate solid relationships with donors, corporate executives, funders, and the media.
- Interest, enthusiasm and affinity for volunteerism, fundraising and working with people.
- Strong supervision skills and prior supervisory experience. Experience supervising and the ability to motivate, millennials and college students is preferred.
- Excellent written communication, interpersonal communication, and organizational skills. Excellent oral communication and ability to conduct public speaking.
- The candidate will work in multicultural teams and with diverse constituencies. The candidate must be self-motivated, work well under pressure and be able to handle several projects at one time. The candidate must have good judgment.

**Contact:**

Include the name of the job title in the subject line

E-mail resume and cover letter to:

Kristina Reintamm, Acting Director for External Relations and Advancement at

[careers@wearebcs.org](mailto:careers@wearebcs.org).

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