



Position: Temporary Project Coordinator for Volunteer Initiative
Reports to: Acting Director, External Relations and Advancement
Department: External Relations and Advancement
Work Location: 151 Lawrence Street, Brooklyn, NY
Hours: Temporary Part-time

Overview:

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 in need annually. We are proud of our volunteer program that engages over 800 volunteers per year. Spring into Action is the program's signature initiative.

BCS is looking to retain a temporary Project Coordinator who will help manage Spring into Action. The Project Coordinator will report to the Director for External Relations and Advancement. Spring into Action runs from March 25th through April 15th. Spring into Action projects are open to the community and include gardening and tree care; mentoring or reading projects with kids and youth; and special projects with community partners.

Responsibilities:

- Review digital sign-up lists and send volunteers reminders about upcoming events they've chosen.
- Answer volunteer questions via email. This may include liaising with BCS program staff to transfer the relevant information.
- Attend the volunteer events and alongside BCS staff, serve as the project lead.
- Give volunteers the relevant directions and feedback. Thank volunteers and provide a short "elevator pitch" about BCS and information about how to stay involved. Take photos for social media and pass them on to the relevant marketing staff.
- Collect volunteer contact information and send thank you emails to volunteers.
- Attend a wrap-up meeting with BCS staff and make recommendations for next year.

Duration and hours:

The duration of the temporary position is March 25th through April 15th. Candidate must be available for 15 hours/week. BCS staff will meet with candidate to set a schedule that works for both parties. The project list is available <http://wearebcs.org/springintoaction/> We ask that candidates be available for most projects.

EQUAL OPPORTUNITY EMPLOYER



Candidate **must** be available on Saturday, March 30th and Saturday, April 6th (10 am through 3 pm on both days).

Required Qualifications:

- BA degree
- Experience managing events; experience managing volunteer events preferred
- Comfortable public speaking and working with diverse populations
- Good communication skills, written and oral
- Evening and weekend availability

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