



Junior Achievement™

of Southeastern Pennsylvania

Volunteer Engagement Coordinator
Part-Time/20 hours per week
Hybrid work environment

COMPANY SUMMARY:

Junior Achievement: Empowering young people to own their economic success®

Junior Achievement of Southeastern PA's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement served 20,000 students last year in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Southeastern Pennsylvania offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT:

The Volunteer Engagement Coordinator will be responsible for the recruitment, stewardship, training, management, retention, and recognition of all JA SEPA program volunteers. This is a new role and requires an individual who is excited about developing opportunities for corporate and community volunteers to engage youth and young adults (5-25 years of age) through Junior Achievement programming.

Area: Programs

Reports to: Program Director

Status: Part-Time, Salaried

RESPONSIBILITIES

- Create volunteer recruitment plans with leadership to meet volunteer demands by K-12 schools, community-based organizations, and organizations utilizing JA programs. The expected number of needed volunteers will be around 750.
- Develop creative ways to engage volunteers throughout the year.
- Manage and recruit existing and new volunteer partnerships with diverse organizations, including companies, colleges, affinity groups, community groups, alumni groups, etc.

- Recruit a diverse set of volunteers.
- Identify, document, and share best practices for volunteer recruitment, management, and experience.
- Work with team to create up-to-date, virtual, and location-based recruitment, orientation, and training materials to ensure recruitment of best-fit volunteers.
- Schedule and facilitate volunteer orientations and trainings.
- Maintain accurate, thorough, and timely records and reports for volunteer activity and contacts and utilize JA's Customer Records Management system (BCRM) to manage volunteer prospects.
- Schedule volunteer activities (individuals, small & large groups) on calendaring systems.
- Ensure volunteer experiences are organized, efficient, meaningful, and engaging for volunteers.
- Ensure a safe work environment is maintained for volunteers and communicate safety requirements to all volunteers.
- Ensure background checks performed for volunteers as necessary
- Ensure volunteer registration forms are completed by all volunteers, including sign-off on media release, conduct standards, social media and digital policy, and liability waiver.
- Ensure each volunteer group and individual volunteer receives a timely thank you communication.
- Organize and participate in volunteer recognition activities.
- Seek and participate in local chamber/rotary clubs and recruiting events.

EDUCATION/EXPERIENCE REQUIRED:

- 2 or more years of JA or related business development or non-profit experience
- Ability to recruit, build and sustain relationships
- Very proactive and entrepreneurial; strong cross-functional team collaboration, communication, presentation skills
- Strong oral/written communication, interpersonal, and problem-solving skills
- Demonstrated management, planning, and leadership skills.
- Personal qualities of integrity, credibility, and a commitment and passion for JASEPA's mission.
- Proven record of success engaging and working people from diverse socio-economic, race and cultural backgrounds.
- Established relationships with area schools, businesses, and other organizations (throughout Southeastern Pennsylvania a plus).
- Experience with Diversity, Equity and Inclusion.
- Computer literate. Has experience with CRMs.
- Recruiting and/or Sales experience a plus.

Interested candidates should submit a cover letter and resume to Laura Yohe at laura.yohe@ja.org.