

***FIRST* Chesapeake Community Engagement and Volunteer Manager for Metro Richmond**

FIRST Chesapeake Robotics, a 17 year-old education-based non-profit, is seeking part-time contracted Community Engagement and Volunteer Management position. This position requires approximately 25 hours per week. Some weekend work may be required. Hours are flexible and *FIRST* Chesapeake is willing to allow the right candidate to perform all administrative work from home. This position is for 12 months, with paid sick leave and a very generous holiday/vacation schedule. The position reports directly to the Programs Director. For more information on *FIRST* Chesapeake, visit www.firstchesapeake.org

This position is posted on a rolling basis. Interviews will begin immediately.

Requirements:

- self-starter possessing excellent time management and communication skills
- familiarity with Microsoft Office Suite required
- ability to work with a variety of different personalities and age groups
- familiarity with *FIRST* programs preferred but not required
- experience working with community-based and volunteer organizations-ideally, corporate volunteer programs.
- access to own transportation

Job Description:

While strategically engaging current/potential corporate and community partners within Metro Richmond, this pilot program will document best practices and develop a template to grow future volunteer engagement and overall corporate/community support for *FIRST* Chesapeake operations. The Community Engagement and Volunteer Management position will

- Maintain accurate records regarding all community engagement and volunteer recruitment activities.
- Identify, host/attend recruiting events within the community to attract qualified candidates.
- Work with Marketing and Public Relations and professional associations to publicize opportunities for volunteers.
- Develop and maintain relationships with other volunteer organizations within the area.
- Recruit and train *FIRST* Chesapeake team mentors for *FIRST* Tech Challenge (middle and high school) and *FIRST* Robotics Competition (high school) robotics teams in Metro Richmond.
- Develop a communication plan for sponsors/constituents to support greater employee engagement through volunteer opportunities at STEM-based events and workshops.
- Work closely with the programs staff and local volunteer committees to appropriately prepare and train volunteers for workshops and events. Some communication with *FIRST* Headquarters may be required.
- Identify best practices and develop a community engagement/volunteer “plug and play” template to help streamline future outreach and cultivation.

Job Deliverables:

- Mentor recruitment document – to include 1 page mentor expectations document to be circulated upon request.
- Communication plan to include rolling list of corporate and community contacts with specific company deadlines and preferences for volunteer engagement.
- Volunteer training documents – to include brief volunteer descriptions, list of resources, and expectations to be distributed upon request.
- Community Engagement and Volunteer Management template – to include calendar deadlines, sample communications, volunteer acknowledgement ideas/activities, etc. to help strengthen and streamline future outreach and cultivation.

Time Commitment:

- 12 month contract
- Approximately 20 hours per week – schedule varies depending upon local events
- Some weekend work may be required December 9th and December 16th, 2017; February 24th and March 9th-11th, 2018.

Compensation:

- Salary Range – contracted \$20K-\$25K
- Reimbursement for mileage and pre-approved office expenses (paper, ink, printing, etc.)
- Sick/vacation leave – 5 days paid leave to begin after 90 days.
- Paid Vacation for the following days (negotiable)
 - Thanksgiving – November 22-27, 2017
 - Christmas – December 18th, 2017-January 2nd, 2018
 - Easter – April 2nd, 2018
 - Post-Championship Break – April 30th-May 14th, 2018
 - Summer Break – June 11th-18th, 2018
 - 4th of July Week – July 2nd-9th, 2018

To Apply:

Please submit the following to Leighann Boland, Executive Director (lboland@firstchesapeake.org) and Kristin Clemons, Director of Programs (kclemons@firstchesapeake.org) with the Subject Line: Application for Community Engagement and Volunteer Manager.

- Cover letter
- Resume
- 3 current references
- Optional – any additional materials or letters of recommendations

Please, no phone calls. Interviews will begin immediately. This position will be posted until filled.