

## **Recruitment Specialist (*Part-time*) Position Description**

### **Overview:**

Generations Incorporated improves the literacy skills of young children through grade three by engaging professionally trained older adult volunteers as literacy coaches in our partner schools and after-school programs. We serve communities where opportunity gaps exist to ensure all students have the resources to become literacy proficient. Our highly-effective programming annually helps over 3,400 children improve their literacy skills to help them succeed in school and beyond.

Generations Incorporated is an affiliate of AARP Foundation Experience Corps, a national leader in engaging older adult tutors to improve K-3 student literacy.

### **General Statement of Position:**

The Recruitment Specialist is responsible for the recruitment of high-quality volunteers for our AARP Foundation Experience Corps Program and supporting them on an ongoing basis. This position is for candidates interested in a flexible schedule and engaging older adults with meaningful volunteer work in addressing the youth literacy crisis. This position is supervised by the Director of Volunteer Management and works closely with the Volunteer Management and Program teams.

### **Responsibilities:**

- Implement recruitment strategies in Boston with an emphasis on the neighborhoods of Roxbury, Dorchester, Hyde Park, and Mattapan to meet specific recruitment goals as determined by the Director of Volunteer Management.
- Build relationships with and coordinate weekly/monthly presentations to community organizations, civic associations, faith-based institutions and local leaders to identify potential volunteers and volunteer sources.
- Develop strategies for utilizing networks and contacts of current AARP Experience Corps volunteer literacy coaches to identify potential volunteers.
- Attend weekly volunteer management team meetings and collaborate with team members in regards to recruitment and outreach activities.
- Maintain our web-based recruitment database, including but not limited to recording and tracking recruitment leads.
- Prepare monthly report on volunteer recruitment efforts based on annual goals and department work plan.
- Provide support for pre-service training sessions for new volunteers.
- Attend meetings at program sites to learn about volunteer needs at those locations and build relationships with all volunteer literacy coaches.
- Support Volunteer Management team and departments within organization as needed.
- Participate in and provide support for volunteer recognition & organization-wide special projects and events.

### **Qualifications:**

- Comfortable speaking to individuals and groups of people
- Ability to work with a diverse group of colleagues and community members
- Strong communication skills--bilingual, multilingual a plus
- Organization and time management skills, with attention to detail and creative thinking

- Familiarity with Greater Boston neighborhoods (residents preferred)
- Willingness to work a flexible schedule which may include evenings and weekends
- Ability to work independently and as a member of a team
- Ability to work with computer programs which including web-based database, internet, email and Google Suite.
- Flexible, sense of humor, and creativity when solving problems
- Positive attitude, commitment to organizational mission and appreciation for older adults and intergenerational work
- Access to reliable transportation
- Persons of age 50 years and over strongly encouraged to apply

### ***Compensation and Benefits***

20 hours per week part-time position with an annual salary range of \$18,000 - \$24,000. Benefits include generous personal time, 403b retirement plan, flexible schedule, and supportive working environment.

You can learn more about Generations Incorporated on the web at [www.generationsinc.org](http://www.generationsinc.org). Please send resume and cover letter (why are you excited to apply?) electronically to [employment@generationsinc.org](mailto:employment@generationsinc.org). No phone calls please.

*Generations Incorporated is an equal opportunity employer, committed to creating and supporting a diverse work environment. Candidates of color, bilingual, bicultural, and LGBTQ+ candidates are strongly encouraged to apply.*

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