



## We're Hiring!

**Position Available:** Youth Programs Coordinator

**Position Type:** Full Time - Bay Area California based. Work from home and/or from our office. Onsite/in-person requirements for various project days.

**Position Purpose:** Reporting to the Director of Program Design & Agency Relations, the Youth Programs Coordinator will support the execution of HandsOn Bay Area's youth-friendly offerings. This individual will assist in overseeing volunteer recruitment strategies, intake procedures, and evaluation tools for HandsOn Bay Area's premier service learning program for teens, [HandsOn Tomorrow](#). The Coordinator will also collaborate with the Director to hire and train seasonal staff needed to facilitate the program cohorts every summer. As part of the Program Design Team, this position will help oversee the organization's commitment to youth and family-friendly service projects for our programs including the HandsOn Bay Area Community Calendar, nationally recognized days of service (MLK Day, National Volunteer Week, etc.), Youth Volunteer Council, and Hands at Work projects involving youth or youth-focused agencies. This position has flexibility to work from home or from our office with requirements of leading various in-person projects (including youth and corporate projects) throughout the Bay Area as well as occasionally helping out in our office/warehouse as needed.

### Position Responsibilities

#### *Recruitment / Marketing Support*

- Recruit participants for each cohort of HandsOn Tomorrow (Our aim is for 4 cohorts in 2024 and to expand in future years). (Ideally each cohort would have a 90% + fill rate).
- Maintain existing & develop new relationships with local schools and education-based organizations.
- Attend and represent HandsOn Bay Area at volunteer/service fairs.
- Conduct field research and report on eligible new markets to the Community Relations team and HandsOn Bay Area Directors.
- In collaboration with the Marketing Manager, contribute to the development of program marketing content for social media, advertising, collateral, etc.
- In collaboration with the leadership team, research and pursue potential funding opportunities for sponsorships and in-kind donations.

#### *Program Execution and Evaluation*

- Evaluate and iterate HandsOn Tomorrow curriculum based on participant and staff feedback.
- Assist in hiring of and overseeing seasonal employees (if needed) to help facilitate HandsOn Tomorrow cohorts.
- Develop and lead HandsOn Tomorrow staff training.
- Administer volunteer evaluation surveys.
- Act as staff liaison for Youth Volunteer Council.
- Provide facilitation and support for at least one HandsOn Tomorrow cohort per year.
- Ensure all necessary curriculum/project tools and supplies are provided daily.
- Maintain timelines for logistics, planning and execution of the program.

#### *Customer Support - Youth Volunteers and Parents/Guardians*

- Act as primary customer service representative for all youth and family friendly offerings.
- Distribute welcome packets to accepted HandsOn Tomorrow and Youth Volunteer Council participants.
- Assist the finance team in tracking invoices and payment schedules for program fees.

#### *Other Support Duties*

- Support logistics team to manage vendors and delivery schedules for lunch plans.
- Provide knowledge and guidance to HandsOn Bay Area staff establishing best practices around volunteer projects involving youth.

#### **Responsibilities of the Programs Team**

- Be experts on high quality volunteer experiences for our volunteer projects.
- Establish best practices and develop/revise resources for our various categories and types of volunteer projects that we offer.
- Develop and lead trainings for HandsOn Bay Area Staff who act as project leaders on our volunteer projects, ensuring that each staff member has the appropriate training to meet the needs of our various volunteer projects.
- Ensure staff is well-equipped to educate volunteers on the work of our partners and the cultural sensitivities required to work in such a space.
- Provide guidance to fellow staff members as they are developing and planning their volunteer projects and answer questions they may have.

#### **Responsibilities of all HandsOn Bay Area Staff**

- Embrace HandsOn Bay Area's mission and core values (see below).
- Be ambassadors for HandsOn Bay Area in the community.
- Support the fundraising efforts of the organization.
- Act as leaders on HandsOn Bay Area corporate service projects as necessary.
- Occasionally work in our warehouse to organize and package tools for volunteer projects and assist with supply delivery/retrieval.

#### **Requirements**

- Ability and interest in working with teens is a must.
- Ability to organize and plan virtual and in-person volunteer projects.
- Great customer service skills; good interpersonal and communication skills, written & verbal.
- Comfortable speaking in front of and facilitating groups (from 10 to 100+), both virtually and in-person. Enthusiasm to take on leadership of large-scale projects (100+ volunteers), a plus.
- Able to provide positive supervision and mentoring for volunteers at a project.
- Experience in creative program development and process improvements, a plus.
- Familiarity with the tech apps that we use (or ability to adapt to them quickly): Slack, Salesforce, Zoom, and Google Suite.
- Willing to learn principles of database administration. Experience with Salesforce is a plus.
- Detail oriented. Able to multi-task with flexibility to succeed in a fast-paced environment.
- Experience with or familiarity of an affiliate of Points of Light a plus.
- Valid CA driver's license (or willingness to obtain a license) for travel to project sites throughout the Bay Area.
- Experience with gardening, painting, or construction, a plus (we can provide training).
- Ability to drive vehicles like small U-hauls/large vans a plus. If you don't have this experience, we can train you.
- Ability to lift and carry event supplies and load them into our fleet.

## Traits

- A team player who can also work independently AND have fun!
- Interested in nonprofit work and believes in the value of community service.
- Organized, likes attention to detail, good time-management skills.
- Professional demeanor in person, in virtual meetings, and in communications.
- Handy with basic project budgeting.

HandsOn Bay Area is committed to making diversity, equity, and inclusion part of everything we do. Bring your true self. Uniqueness is powerful!

## Salary Range

\$52,500 - \$54,600 yearly (based on experience)

Includes a comprehensive benefits package:

- Health, vision, and dental insurance (premiums 100% covered for the employee, 50% for spouse/registered domestic partner/children). Life and short term/long term disability insurances fully covered for the employee
- 401k plan with up to 4% salary match
- 15 vacation days (first 3 years), increasing to 20 days (years 4 & 5), and 25 days (years 6+)
- Accrual of up to 9 sick days per San Francisco Paid Sick Leave Ordinance
- 9 holidays each year
- 8 hours of community service time off
- Sabbatical in year 7 (2 weeks) and years 10, 15, 20,...(1 month)

## Important Dates

Our target start date is Jan. 2, 2024. We will consider applications on a rolling basis. If interested, apply as soon as you can!

## How to Apply

Email a cover letter and resume (please convert all attachments to pdf) to [jobs@handsonbayarea.org](mailto:jobs@handsonbayarea.org).

1. Include the following email subject line: Youth Programs Coordinator - [insert your last name here].
2. Address the following in your cover letter: What makes a high-quality volunteer experience?

# HandsOn Bay Area's Core Values and Mission

## Mission

People Helping People™

### About Us

HandsOn Bay Area creates awesome volunteer projects to connect companies and people like you to schools, parks and nonprofits that need your help.

HandsOn Bay Area volunteering projects address critical community issues such as hunger and homelessness, the environment, youth development and more. Each year, we mobilize 27,000+ volunteers to help 250+ local schools, parks and nonprofits with over 69,000 hours of volunteer support.

[Check out one of our videos for an example of our work.](#)

## Core Values

HandsOn Bay Area works to make positive change in our community while modeling an organizational culture that allows all team members to succeed. We strive to uphold the following values in all that we do.

- **High-Quality Programming**

HandsOn Bay Area provides high-quality experiences that fuel further action. High quality is the lens for all of our partners - volunteers, agency partners and corporate partners. If we let someone down, we will work to make it up to them as quickly as possible.

- **Service Unites**

HandsOn Bay Area believes that the challenges and issues that we as humans face in the world can be met and improved through the powerful human connections created by service. We are guided by Dr. King's profound statement - "Everyone can be great because everyone can serve." Service is the path by which we can all take part in the healing of our world.

- **Corporate Social Responsibility**

HandsOn Bay Area believes that corporate partners can be positive contributors in the community. We seek to guide and direct the energy of our corporate partners to do good by creating high quality programming rooted in the real need of the community.