



JOB DESCRIPTION

Position: Recruitment Manager

Immediate Supervisor: VP of External Relations

Broad Function: Responsible for agency volunteer recruitment goals.

Position: Exempt

Primary Responsibilities:

1. Create and maintain an environment of excellent customer service relations. Demonstrate excellent customer service to all clientele.
2. Develop knowledge of all programs and services in order to communicate options effectively to potential program participants.
3. Initiate and maintain ongoing recruitment efforts such as volunteer fairs, public speaking engagements and military base meetings to meet agency goals.
4. Provide support and direction to any Recruitment Committees including writing and mailing correspondence, attending committee meetings, maintaining communication with committee chairman and individual members. This may include the REACH council.
5. Work with both Program and Marketing staff to coordinate recruitment outreach, efforts and implementation.
6. Submit monthly reports showing progress toward established recruitment goals. Maintain recruitment data. Make recruitment projections and assist with establishing recruitment goals.
7. Plan and execute several monthly activities, primarily sports oriented, for waiting list children.
8. Work with the Executive team to facilitate relationships with volunteer rich sources.
9. Keep supervisor informed of any problems and concerns.
10. As needed, assist with agency fund development efforts to include Bowl For Kids sake and other activities.
11. Other duties as required by supervisor.

Performance Measure: Meet recruitment goals.

Qualifications:

Must be responsible, well organized, creative, present a professional appearance; possess excellent communication skills with the ability to relate to volunteers, Board members, staff, media, and the general public. Must be a self-starter with good planning skills.

Education:

Bachelor's degree in Public Relations, Marketing, Communications or related field required. Must have excellent writing and public speaking skills. Computer and volunteer management experience preferred.

Employee Signature

Print

Date: _____