



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Title:	Community Engagement Coordinator
Reports To:	Vice President of Teen Initiatives
Salary Range:	\$48,000 - \$55,000 based on experience
Job Location:	Nichols Club, Naples with travel to Bolch Club, Immokalee as needed

Job Summary

Reporting to the Vice President of Teen Initiatives, the Community Engagement Coordinator is an integral member of the Programs Team and is responsible for developing a long-term vision and plan for meaningful volunteer engagement and support for the Boys & Girls Club mission and specifically the programs that are providing opportunities for our young people to develop their full potential.

An ideal candidate is a self-motivated, pro-active individual with a track record of taking projects and events from conception to excellent delivery and will have the ability to prioritize and advance a large number of complex projects simultaneously.

Key Responsibilities

- Build a network of volunteers and partners and re-engage previous volunteers to drive meaningful engagement.
- Develop and deliver creative and powerful presentations to expand community engagement and brand awareness.
- Cultivate and maintain community partnerships with individuals, non-profits, county services, educational institutions, Rotary, Kiwanis, and other civic organizations for the purpose of creating a Boys & Girls Club of Collier County presence in the broader community.
- As a result of interacting with external stakeholders, recommend, create, and implement action plans to further organizational objectives and provide visibility on a quarterly basis.
- Develop and execute a formal, volunteer recognition and stewardship program to ensure volunteers feel appreciated, valued, and connected to the mission on a quarterly basis.
- Assures the Club has appropriate volunteers/interns through proactive recruitment practices. Identify a person with the skills, experience, and knowledge needed to fulfill the need.
- Interview volunteers to assess applicant's ability to fulfill the volunteer role successfully, including the completion of background checks.
- Work with the Programs Team to build a strong working knowledge of all youth programs to identify the needs of our Clubs to support volunteer recruitment. Participate in program staff meetings.
- Work in close coordination with the development team to identify prospects and partners.
- Collaborate with Workforce Readiness team to ensure volunteers are matched with program's needs.
- Create and manage special volunteer specific occasions, including volunteer appreciation events and other potential friendraising and fundraising initiatives.
- Publish quarterly e-newsletter to volunteers.



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- Accurately record individual and group volunteer hours monthly and maintain records for reporting purposes.
 - Promote, advertise, and present volunteer and internship opportunities at annual fairs, community meetings, and/or any other promotional opportunity.
 - Collaborate with Director of Corporate Engagement to create and implement a corporate volunteer program.
 - Assist in the coordination and day of implementation of special events developed through the Development Department.
 - Perform other duties as assigned in order to ensure the attainment of organization's goals.
 - Valid Florida driver's license with good driving record required as position requires ability to drive organizational vehicles when needed

Education & Experience

- Bachelor's degree and 2 years relevant experience in volunteer coordination and/or community engagement with a non-profit organization or equivalent
- Associates degree with 4 years relevant experience may be considered
- Ability to communicate verbally and in writing with individuals at all levels in the organization and with external contacts in an articulate, professional manner while maintaining necessary degree of confidentiality.
- Ability to speak and write in a positive manner that gets people excited and engaged with the Boys & Girls Club mission.
- Proven track record working in a collaborative team environment with people of diverse backgrounds and the ability to develop strong rapport and relationships with stakeholders at all levels.
- Ability to work efficiently in a fast-paced, deadline driven role.
- Ability to work flexible hours, including evenings and weekends, as needed.

Additional Qualifications

As a person you are:

- A passionate and high-energy champion of kids— you love building opportunities for success for young people and bring versatile knowledge and skillsets.
- A highly organized and self-motivated leader — you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.



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Compensation

\$48,000-\$55,000 commensurate with experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave.

To Apply

Qualified interested candidates please send resume to the Human Resources Dept. at hr@bgccc.com.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EOE/DFWP/SFWP