

FOUNDATION FOR YOUTH OF BARTHOLOMEW COUNTY, INC.

Job Description

Americorps Volunteer Resource Manager

Job Purpose

The Volunteer Resource Manager (VRM) plays a vital role in advancing Foundation For Youth's mission by building and leading a thriving volunteer program. This position manages volunteer resources to strengthen and expand FFY's programs and services, ensuring volunteers feel supported, valued, and connected. The VRM is both a relationship-builder and an organizer—responsible for recruiting, training, and retaining volunteers, while maintaining accurate records and supporting grant reporting for the Boys & Girls Club and Columbus Youth Camp.

This role is ideal for someone who is people-oriented, highly organized, and passionate about connecting community members to meaningful opportunities to make an impact.

Primary Duties and Responsibilities

Organize the Volunteer Program

- Develop, administer, and review policies and procedures that guide FFY's volunteer programs, ensuring they reflect the organization's mission and values.
- Maintain accurate volunteer forms, records, and confidential files.
- Collaborate with staff to identify volunteer roles and create position descriptions that provide meaningful and rewarding opportunities.
- Track and evaluate volunteer contributions through annual reviews and monthly program reports.

Engage Volunteers

- Serve as the enthusiastic ambassador for FFY's volunteer program, representing the organization at community fairs, agency events, and outreach opportunities.
- Implement creative and effective strategies to recruit diverse volunteers with the skills and passion to meet program needs.
- Cultivate positive relationships with volunteers by providing strong communication, recognition, and support.
- Act as a connector—building bridges between the community and FFY's programs.

Lead the Volunteer Program

- Design and deliver engaging orientation and onboarding experiences that help volunteers feel welcomed, prepared, and connected to FFY's mission.
- Ensure volunteers receive the training and supervision needed to thrive in their roles.
- Monitor volunteer attendance and maintain accurate records of volunteer hours.
- Partner with program staff to plan and implement volunteer appreciation and recognition efforts that celebrate contributions year-round.

Boys & Girls Club Support

- Engage weekly with the Boys & Girls Club program staff, fill in as needed, and build relationships with members and staff. Assist in recruiting tutors, senior projects, and general volunteers.

Key Skills & Personal Characteristics

The VRM should demonstrate excellence in the following areas:

- **Communication & Relationship Building** – Outstanding written, verbal, and interpersonal communication skills; able to inspire, motivate, and connect with people from diverse backgrounds.
- **Community Engagement** – Natural networker with the ability to represent FFY at public events, develop partnerships, and engage community members in service.
- **Organization & Detail Management** – Strong organizational skills with the ability to juggle multiple projects, set priorities, track deadlines, and maintain detailed data/records.
- **Leadership & Influence** – Able to lead volunteers with confidence and positivity, guiding them toward success while fostering a sense of belonging and purpose.
- **Problem Solving & Adaptability** – Solutions-oriented thinker who can resolve challenges quickly and adapt strategies as needed.
- **Team Collaboration** – Works cooperatively and effectively with staff, volunteers, and community partners to achieve results that support FFY's mission.
- **Ethics & Integrity** – Demonstrates professionalism, confidentiality, and alignment with FFY's core values.

This position will report to FFY's Marketing and Communications Director

Hours: approx. 30+/- weekly, flexible, may require some weekends and evenings

Compensation: Americorps Living Allowance – up to: \$22,100, Education Award – up to: \$7,395.00