



Job Title: Volunteer Associate
Reports To: Director of Volunteers
Location: Central Office – Lewisville, TX
Work Duty Days: 240
FLSA Status: Full Time Exempt
Industry: Non-Profit, Social Services, Education
Starting Salary: \$45,000 – with consideration for education and experience

About Communities In Schools of North Texas:

Communities In Schools of North Texas is part of a national organization, Communities In Schools®, that ensures every student has what they need to be successful in school and life. We believe that relationships are foundational to unlocking a student's full potential. Working directly in schools across Cooke, Denton, and Wise Counties, we connect students to caring adults and community resources that help them overcome the barriers that stand between them and a brighter future. We are seeking a passionate, committed, and value-oriented individual to join our team.

Position Overview:

The Volunteer Associate works closely with all staff to identify and develop strategies to recruit and engage volunteers to further the mission, goals, and objectives of Communities In Schools of North Texas (CISNT). This position is responsible for duties that will support the facilitation of recruitment, processing, evaluation, appreciation, and retention of CISNT volunteers.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree required
- Minimum 1 year of experience in a nonprofit setting or volunteer management preferred

Special Knowledge/Skills:

- Experience designing training materials and visual communications.
- Experience providing technical assistance and technology support to staff.
- Ability to work in a fast-paced, fast-changing environment and be multi-task oriented.
- Superior/effective written and oral communication skills.
- Excellent interpersonal skills and ability to work in a highly collaborative environment.
- Excellent analytical capabilities and conceptual skills, as well as the ability to think creatively.
- Strong computer skills in Microsoft Office and Google Workspace systems are required.
- Experience with Canva and CRM Systems, preferred.
- Maintains composure in high-pressure situations while remaining open to constructive feedback.
- Exhibit a commitment towards the CISNT mission.

Major Responsibilities and Duties:

Volunteer Recruitment & Onboarding

- Assist with the creation, distribution, and ongoing maintenance of volunteer recruitment materials and outreach efforts.

- Represent and promote the CISNT Volunteer Program at community events, volunteer fairs, partner meetings, universities, and other outreach opportunities.
- Assist with the review of volunteer applications, conduct criminal background checks, and support the volunteer screening process in accordance with organizational policies and procedures.
- Assist with volunteer placements as needed.

Volunteer Orientations, Trainings, & Support

- Assist with the development, maintenance, and delivery of volunteer orientation and training materials to ensure volunteers are prepared for successful service.
- Assist with the development and delivery of staff training resources that promote effective volunteer engagement and management practices. Provide in-person and virtual training, coaching, and technical assistance to Site Coordinators to strengthen volunteer recruitment, supervision, and retention efforts.
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Administration & Database Management

- Assist with monitoring volunteer records, placements, service hours, and data entry to ensure accuracy and completeness.
- Maintain volunteer information and track volunteer service hours within the organization's volunteer management system.
- Prepare routine reports on volunteer participation, service hours, and engagement metrics to support internal, grant, and stakeholder reporting requirements.
- Assist with coordinating volunteer schedules, assignments, and calendars to ensure volunteers are effectively supported and informed.
- Maintain organized volunteer files, records, and documentation in accordance with organizational policies and procedures.

Retention & Recognition

- Support volunteer satisfaction, retention, and recognition initiatives, including volunteer appreciation activities and events.

Additional Duties

- Perform other duties as assigned by the Director of Volunteers.

Supervisory Duties:

N/A

Equipment Used:

Computer, copier, digital projector, and other specialized equipment that are particularly unique to the position

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex
- Mental demands: Ability to communicate effectively (verbal and written)
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasionally require moving, transporting, or organizing materials, supplies, and equipment associated with student programs, events, and campus operations.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Continuation of position is contingent upon funding.