

**Job Description:** Volunteer Recruiter  
**Department:** Marketing & Development  
**Reports to:** Marketing and Outreach Manager

**FLSA STATUS:**

- Hourly, non-exempt
- Part Time
- Temporary

**JOB SUMMARY:**

Essential to the BBBS brand, the primary function of this position is to build awareness about BBBS and recruit volunteers in areas where children are waiting, utilizing a multi prong marketing and outreach approach. This position is responsible for providing high-level customer service in response to all volunteer and stakeholder inquiries, with a focus on recruitment of Big and Little Brothers of color in order to increase our presence and outcomes in communities currently underserved.

This is a part-time, temporary position estimated to require between 15 to 20 hours per week, including occasional evenings and weekends, from the time of hire through December 31, 2023. BBBS of SDC reserves the right to extend the status of this position pending budgetary and recruitment needs after the term ending December 31, 2023.

Big Brothers Big Sisters of San Diego County believes that diversity, equity and inclusion are essential parts of our mission to defend potential for kids in our community. We strive to embrace true representation in our brand, diversity of people and perspectives, and inclusion in all areas of our organization so we can make a generational impact on our community through life-changing friendships.

Big Brothers Big Sisters (BBBS) San Diego is an Equal Employment Opportunity employer and considers all applicants for employment without regard to race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with state and federal law.

**JOB RESPONSIBILITIES:**

1. Effectively recruit volunteers, pursuing innovative approaches:
  - a. Develop and steward new and ongoing partner relationships with targeted businesses and organizations in order to facilitate the recruitment of volunteers.
  - b. Plan engaging and effective recruitment events; prepare and send follow-up information in a timely manner.
2. Support Ambassadors and affinity groups to encourage volunteer participation and enhance the volunteer mentoring experience.
3. Reporting:
  - a. Maintain accurate records of each recruitment activity, evaluate effectiveness of events to demonstrate overall program recruitment success and regularly report progress toward goals.
4. Conduct Volunteer Information Sessions (VIS).
5. Other duties as assigned.

**PERFORMANCE MEASURES**

The successful candidate will produce positive outcomes in the following areas:

- Recruit quality, targeted volunteer and youth inquiries
- Deliver effective recruitment events and presentations
- Develop new partnerships and steward ongoing partnerships
- Achieve individual and team goals set on a monthly and annual basis

**PERSONAL ATTRIBUTES WE ARE LOOKING FOR**

- A passion for the mission of Big Brothers Big Sisters.
- A creative individual that can communicate effectively.
- Relate well in multicultural environments.
- Demonstrate an interpersonal savvy that helps establish effective relationships and an appropriate rapport with people.
- Candidate should have a customer/client focus, be results and outcome oriented, approachable, and highly organized.
- Flexibility to work evenings and weekends, as needed (often).

**JOB QUALIFICATIONS**

- BA or AA required
- At least 2 years of experience in volunteer recruitment, lead generation or in a sales role.
- Proficiency in Microsoft Office including Word, Outlook, PowerPoint and Excel.
- Must have advanced verbal and written communication skills.
- Must also have advanced presentation, interpersonal, and organizational skills reflecting solid customer service both in-person and by telephone.
- Must have experience working in/with diverse communities.

**REQUIRED SKILLS AND ABILITIES**

- Must be able to work independently without close management while contributing as a positive team member.
- Must have reliable transportation to get to designated meetings throughout the county.
- Excellent relational assessment skills.
- Ability to maintain confidentiality throughout daily operations.
- Effectively collaborate with other agency staff.
- Use time effectively and focus on details.

**WHAT WE OFFER**

- Up to twelve paid holidays annually
- Rewarding work
- Mileage reimbursement

**WORK ENVIRONMENT :**

- Routine office environment    Satellite Office/Location    Hybrid in-office/remote  
 Frequent Local Travel Required

**PHYSICAL DEMANDS:**

Ability to work effectively using a personal computer for long periods. Ability to lift, carry, and transport program recruitment supplies (including agency canopy, recruitment table and chairs, recruitment materials).

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Contents may be subject to change at any time to meet the needs of the organization.*

**HOW TO APPLY (Resume & Cover Letter)**

All interested applicants must submit both a COVER LETTER and RESUME to [dianav@sdbigs.org](mailto:dianav@sdbigs.org). No phone calls, please. BBBS of SDC promotes a culture of inclusion and seeks talented staff from diverse backgrounds. BBBS of SDC does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, veteran status or any other legally protected factor.