

Manager of Community Service Projects

Purpose:

Responsible for working with the WLC Program Director to coordinate the interactive, hands-on community service projects that take place in the DC area on Community Service Day at the WLC.

Age Requirement: Candidate must be 18 years of age or older

Reports To: Director of Programs

Eligibility:

- Must be able to attend the WLC for the entire duration of the event, including pre-WLC set-up and post-WLC tear-down (~2 weeks, housing and meals provided).
- Must have a clean background check (completed by HOBY).
- Must be able to participate in monthly conference calls and other coordination meetings prior to WLC.
- Experience with volunteering with community service projects or community events a plus.
- Should be familiar with and have access to Microsoft Office Suite products (Word, Excel and Powerpoint).

Responsibilities:

(Before the WLC)

- Learn and understand the dynamics of HOBY's programs at the state and national level.
- Become thoroughly familiar with HOBY's risk management policy and follow its guidelines.
- Work with WLC Program Director to secure times, dates and location for all service projects.
- Six months prior, work with the WLC Program Director to develop logistical plans for all service projects, outlining requirements for location/facility; set-up, materials, staffing, food and refreshments; entertainment; publicity, audio visual/technical; permits, contracts and vendor agreements; transportation/ parking; security; budget, etc.
- Develop and distribute Requests for Proposals (RFPs) for any out-of-pocket expenses and costs and obtain price quotes. Also work with WLC Director of Operations to identify materials that need to be purchased for projects.
- Work with Director of Gifts-In-Kind (GIK) and WLC Program Director to identify opportunities for gifts in kind or sponsorship to reduce costs associated with service projects.
- Support outreach to sponsors, which could include drafting proposals, pitching sponsorships, making follow up calls and providing sponsor contact and support.
- Provide Publicity Director with information on service projects to create awareness and attract media coverage.
- Finalize logistical plans for service projects and provide to WLC Directors and Section Leaders for input.
- Develop materials for Volunteer Training at WLC.

(During the WLC)

- Participate/facilitate training and orientation about service Projects for WLC volunteers and staff during Volunteer Training at WLC. Coordinate walkthroughs at Service Projects for key directors.
- Conduct pre-event walk-throughs for all projects and finalize all arrangements.
- Coordinate execution of service projects by arriving early for service project set-up, visiting all project sites, trouble-shooting as needed and staying behind to tear-down and clean up after the service projects.
- Manage WLC service project staffing needs and serve as liaison between HOBY and the service project organizations and other supporting organizations.
- Provide updates to Publicity Director for publicity and WLC newsletter.
- Coordinate transportation, access/security, water and meals with key WLC directors. Coordinate delivery of special materials with Operations Director and other key WLC directors.
- Provide support for sponsor relations during Community Service Day.

(After the WLC)

- Write thank-you notes for service organizations, sponsors, partners and vendors that you worked with.
- Complete evaluation of Service Projects, including recommendations for improvements.