



**TITLE:** Project Support Staff

**REPORTS TO:** Corporate Program Manager

**POSITION DESCRIPTION:** Project Support Staff will support the Community Foundation's corporate volunteer events. Project support staff will assist Community Foundation staff with project planning, event or volunteer management, clean-up, and closeout. This is a paid, part-time position, with the expectation that seasonal staff will work 1-2 projects per month during our project seasons, April – December. There are no guaranteed hours for this position.

The Community Foundation plans and manages community and employee volunteer projects. These done-in-a-day projects actively engage volunteers and can range from 20 to 200 volunteers. Project Support Staff will have a key role in helping supervise volunteers and execute project logistics. Projects and project preparation occur during M-F primarily during business hours.

**PRIMARY RESPONSIBILITIES:**

- Manage volunteers and projects: including, but not limited to loading, unloading, set-up, orientation, leading volunteer tasks, tracking progress, clean-up, and debriefing.
- Organize and facilitate volunteer tasks: including, but not limited to painting, crafts, light construction, landscaping, kit assembly, group facilitation, and group interactions.
- Monitor project progress; reallocate volunteers as needed.
- Serve as the onsite point of contact between organizational staff, outside facilitators, volunteers, and Community Foundation staff.
- Assist with project supply procurement prior and during event as needed.
- Plan volunteer events as needed.
- Ensure every volunteer has a positive experience and that the needs of the organization(s) being served are met.

**QUALIFICATIONS & REQUIREMENTS:**

- Must be able to lift and handle 20-50 lbs.
- Must have reliable transportation to and from project sites throughout the region.
- Attention to detail and organizational skills required.
- Able to communicate effectively and possess strong interpersonal skills.
- Previous event or project planning, event management and/or experience leading volunteers is preferred.