



## POSITION DESCRIPTION

**Mission:** Uniting Baltimore through parks.

Parks & People has worked for more than 30 years to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. Our vision is to ensure that everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

### **VOLUNTEER & DATA ASSISTANT**

**DIVISION:** PROGRAMS

**REV:** 1/23/20

**SEASONAL, NON-EXEMPT**

**MAJOR RESPONSIBILITY:** The Volunteer & Data Assistant assists site leadership with the collection, review and submission of volunteer, YouthWorks and participant data. The employee will work with the Volunteer Coordinator to give feedback and provide direction to camp volunteers.

**REPORTS TO:** Volunteer Coordinator

#### **ESSENTIAL FUNCTIONS:**

1. Data Management
  - a. Record and submit daily attendance into Google Drive
  - b. Daily correspondence with participant parents and guardians about absent campers
  - c. Maintain camp phone logs
  - d. Administer exit surveys to withdrawn participants
  - e. Collect and submit reviewed academic assessments to Assistant Director, Academics
  - f. Distribute camper attendance and PBIS incentives
  - g. Maintain camper records including student performance, attendance and contact information
  - h. Collect, review and submit participant, staff and caregiver satisfaction surveys
  - i. Other duties, as assigned
2. YouthWorks Liaison
  - a. Ensure youth workers' timesheets are properly completed and their time is entered into Google Drive
  - b. Communicate with absent youth workers and their parents/guardians
  - c. Act as the point of contact for YouthWorks ESS
  - d. Communicate any challenges with Site Coordinator and Volunteer Coordinator
  - e. Distribute and collect YouthWorks paperwork
3. Volunteer Engagement
  - a. Facilitate weekly learning lessons, as provided by the Volunteer Coordinator
  - b. Maintain volunteer attendance and hours records
  - c. Enter volunteer data into Volgistics
  - d. Communicate essential information and changes to volunteers

- e. Send weekly volunteer correspondence
- f. Communicate challenges to the Volunteer Coordinator
- g. Attend volunteer trainings, as needed

**QUALIFICATIONS:**

***Requirements***

- High School Diploma
- 18+ years of age
- Knowledge of Microsoft Word, Excel and Google Drive
- Ability to connect and communicate with youth, especially high-school age youth
- Good oral/written communication skills
- Strong organizational skills
- Maintain a positive attitude
- Outstanding human relation skills needed to inspire and motivate volunteers
- Good time management skills and flexibility needed to prioritize tasks and handle multiple concurrent activities which are often associated with deadlines
- Ability to establish and maintain cooperative and effective working relationships with others
- Must be able to travel to assigned site and, on occasion, the PPF Office.

***Preferences***

- Background or strong interest in education (elementary, special, secondary, environmental) or other related field
- Prior experience working with youth programs
- Previous PPF summer programs experience given consideration