



## JOB DESCRIPTION

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<b><u>TITLE:</u></b>	Early Education Recruitment & Volunteer Specialist
<b><u>CATEGORY/DEPT:</u></b>	Cross-agency, primarily early education
<b><u>REPORTS TO:</u></b>	Early Head Start Program Coordinator
<b><u>REPORTING STAFF:</u></b>	No
<b><u>STATUS:</u></b>	Full-Time, Non-Exempt

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### **AGENCY OVERVIEW:**

Allies for Every Child (Allies) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 30 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

### **JOB SUMMARY:**

The Early Education Recruitment & Volunteer Specialist (Specialist) works under the supervision of the Early Head Start Program Coordinator to actively recruit: licensed family childcare providers to join Allies' subcontractor network; families eligible for early education services; volunteers to support Allies programs; and community members to attend Allies events, activities, and classes. The Specialist also coordinates center-based volunteer placements, and provides clerical support as needed, including providing consistent, professional coverage of the reception desk.

### **ESSENTIAL JOB DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Outreach/Recruitment**

- Conduct recruitment efforts targeting high-quality licensed family childcare providers to join Allies' network as a subcontractor of early education services
- Actively recruit potential families for enrollment in Allies high-quality early education programs
- Recruit clients and community members to attend Allies parent, client, and community events, activities, classes, and other program offerings
- Implement client recruitment strategies, including but not limited to attending community resource fairs, distributing flyers, connecting with community partners, facilitating creative outreach activities, etc.
- Initiate new and creative program ideas, promoting and stimulating program participation
- Actively seek new connections that lead to increased effectiveness of outreach/recruitment; develop creative, new approaches; conduct research on potential new outreach partners

- Actively develop relationships in the field with potential outreach/recruitment partners (e.g. libraries, WICs, community agencies, public parks staff, local businesses)
- Understand and clearly communicate Allies' mission, early education program and service offerings, and key eligibility details externally
- Maintain an active presence at Allies for Every Child at relevant industry/professional associations/groups
- Seek out opportunities to conduct presentations about Allies for Every Child's early education and broader services/activities
- Serve on cross-department committees and teams throughout the year as needed
- Maintain close communication and coordination with other Allies staff to align outreach efforts
- Coordinate with Allies Communications team as needed
- Spend two-thirds of time out in the field to actively engage in daily outreach and recruitment

#### **Coordinate and support volunteer activities:**

- Work closely with Allies staff to support agency volunteer program, with a focus on classrooms and support for early education center site
- Maintain volunteer calendar for early education center, and other volunteer activities as needed
- Coordinate and supervise center-based volunteer schedules and activities
- Lead volunteer orientations as needed
- Work closely with Volunteer Manager to continually refine volunteer recruitment strategy development
- Provide additional volunteer program support as needed

#### **Administrative Support**

- Provide professional coverage of the reception desk as needed, including greeting and helping clients/visitors in person and on the phone (typically 1-2 hours/day)
- Provide written and oral translation support as needed
- Provide clerical support as needed
- Coordinate the delivery and processing of non-monetary donations as needed (including donations from partner agencies such as Baby2Baby)
- Keeps good records and assists in reporting on recruitment efforts and outcomes

#### **Other**

- Other duties as assigned
- Work from multiple Allies locations (highly mobile position working in public meeting spaces requiring a significant amount of driving)
- Must be willing to work flexible hours, including early mornings, evenings and weekends
- Comply with all applicable federal, state and county regulations
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description. Staff must believe in and act in accordance with both the Agency's and the program's mission statements.

#### **QUALIFICATIONS & EDUCATION:**

- High school graduate or equivalent; AA or BA a plus
- Bilingual in English/Spanish (written and verbal) required
- Strong verbal and written communication skills
- Customer service, sales, recruitment/promotional experience preferred

- Creative, resourceful, problem-solver
- Skilled at developing and maintaining good working relationships with internal and external stakeholders
- Ability to work both independently and collaboratively
- Pleasant, professional speaking manner on the phone
- Professional appearance and conduct
- Experience working with diverse groups and populations
- Proven record of producing results
- Ability to work under pressure, to adjust to changes, and to handle multiple tasks at once
- Ability to effectively organize and plan; strong organizational skills
- Ability to work with confidential information exercising sound judgement and tact
- Basic computer skills required – Word, Excel, Outlook, etc.
- Experience with California Department of Education, Head Start, Early Head Start, a plus
- Self-starter; detail oriented
- Commitment to continuous development and quality improvement
- Flexible and collaborative with a demonstrated commitment to teamwork
- Passionate about learning and curious about issues affecting children and families
- Dependable and reliable
- Able to thrive in a fast-paced environment
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment and proof of immunization for pertussis, measles and influenza (can decline)
- Class “C” driver’s license, proof of insurance and access to reliable transportation required

*Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization’s effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*



*Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit [www.COAnet.org](http://www.COAnet.org) to learn more about COA Accreditation.*

**Full benefits package** offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, sick leave, vacation, personal days for anniversary of employment and birthday.

**FOR CONSIDERATION:** Send cover letter and resume to [hr@alliesforeverychild.org](mailto:hr@alliesforeverychild.org)