



Position: Volunteer Manager, CFY-Los Angeles
Location: Los Angeles Office

ABOUT COMPUTERS FOR YOUTH

CFY is the nation's leader in improving the Home Learning Environment of low-income school children. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home.

Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles and the San Francisco Bay Area. Its signature Take IT Home program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY's programs have significantly improved students' test scores and class effort and have increased parents' confidence and involvement.

To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of more than 30 organizations in more than 20 states and the District of Columbia. For more information, please visit www.cfy.org.

CFY-LA Overall Objectives

- Serve approximately 6,000 families in 28 schools assigned schools by providing free home learning centers, training, and bi-lingual help desk support, with the goals of strengthening the home learning environment and promoting family broadband adoption.
- Provide Professional Development for partner teachers at each of our partner schools.
- Maintain a positive team environment, where all staff perform with excellence at their highest potential.

POSITION DESCRIPTION

The **Volunteer Manager** will manage CFY's volunteer program as part of CFY's Take IT Home program. The Volunteer Manager will directly report to the Senior Training Manager.

KEY RESPONSIBILITIES

Volunteer Management Responsibilities

80%

- Performing outreach and recruiting by contacting college, university, alumni, corporate, and community groups with a focus on technology.
- Recruiting and scheduling volunteers at workshops, 12 -15 volunteers per each Family Learning Workshop session.
- Ensuring that volunteers are oriented on arrival, have valuable experiences, engage families effectively, and are properly thanked.
- Manage volunteer database to ensure accurate tracking of volunteer hours.

- Ensure regular and appropriate communications to keep volunteer base informed and engaged.
- Brainstorm and innovate new ways of attracting new volunteers, utilizing volunteers effectively, thanking and retaining volunteers.
- Identify volunteers as potential contributors of time, skills, or money, and follow up as appropriate.

General Management Responsibilities

20%

- Participate in CFY-LA weekly program team meetings.
- Attend training, including in-house training. Be prepared to discuss concepts learned in the class with team members, and find ways to apply learning at CFY-LA.
- Manage up, by being proactive and keeping manager informed of changing priorities.
- Understand and communicate the mission to staff, clients, donors, and other stakeholders

Other duties as necessary

Note: From October-May, this position is primarily a Tuesday-Saturday position with exceptions for most holiday weekends.

CANDIDATE QUALIFICATIONS

Required:

- Passion for CFY’s mission
- Bachelors degree
- At least 3 years experience in volunteer coordination/management
- At least 1 year experience in directly managing full-time staff
- Strong written and oral communication skills
- Proven organizational and problem-solving skills
- Strong relationship or “people” skills
- Demonstrated ability to work independently and with minimal oversight.
- Capacity to thrive under pressure while working on multiple tasks and projects
- Ability to set priorities for self, team and peers, and adjust when priorities change
- Proficient using all Microsoft Office applications including Word, Excel, and Outlook

Preferred:

- One or more of the following:
 - Experience working with low-income communities.
 - Bilingual in English and Spanish.
 - Experience in customer service.
 - Experience managing outside partnerships.

COMPENSATION AND BENEFITS

Compensation will be highly competitive and commensurate with experience. CFY also offers a generous benefits package.

TO APPLY

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, stating how you heard about this opportunity and your current/most recent salary, to jobs@cfy.org using the following conventions:

Subject line: CFY-LA Volunteer Manager Search
Cover Letter: yourfirstname_yourlastname_coverletter.doc
Resume: yourfirstname_yourlastname_resume.doc
Writing Sample: yourfirstname_yourlastname_writingsample.doc

Applications will be reviewed on a rolling basis.

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