



Volunteer Specialist - Part-Time

Position Summary

The Volunteer Specialist leads volunteer recruitment, coordination, communication, stewardship, and retention while ensuring volunteers have meaningful, well-organized experiences that directly support students and enhance the student experience. Working across the SAISD Foundation's programs and in partnership with the development and communications teams, the specialist recruits individual, corporate, and community volunteers; builds repeat engagement and volunteer leadership; manages volunteer records; and identifies opportunities to deepen relationships with highly engaged volunteers. As a growing program that engages more than 1,000 volunteers today and aims to reach 2,000, the Volunteer Specialist plays an important role in expanding the Foundation's capacity to mobilize community support and create meaningful opportunities that benefit students.

Reporting to the Communications & Community Engagement Manager, the specialist also provides operational leadership for Book Buddies volunteer activities, our largest volunteer program, including school visits, warehouse sorting and volunteer coordination.

Essential Functions / Key Responsibilities

Volunteer Recruitment & Engagement

- Recruit individual, corporate, alumni, community, and college volunteers across Foundation programs and events including Book Buddies, STEM buses, playground projects, educator events and our annual dorm giveaway
- Develop new volunteer sources and strengthen relationships with existing groups and individuals
- Increase recurring volunteer participation and identify opportunities to develop volunteer leaders and champions
- Coordinate volunteer registration, scheduling, communications, training and on-site support
- Ensure volunteer opportunities are appropriately staffed and provide a welcoming, organized experience



- Manages volunteer opportunities and participation records in Bloomerang Volunteer
- Troubleshoot volunteer needs and recruit/train volunteer leaders to provide support when the Specialist is not present

Volunteer Stewardship & Communications

- Partner with communications staff to provide information for volunteer newsletters, flyers, appreciation communications, and impact stories
- Coordinate volunteer recognition and milestone activities
- Administer regular volunteer surveys and use feedback to improve the volunteer experience
- Identify highly engaged volunteers and corporate/community groups with potential for deeper Foundation involvement
- Partner with the development staff to provide warm handoffs for potential donor cultivation
- Support the Foundation's goal of converting volunteers into donors

Book Buddies & Teacher Store

- Lead or co-lead large volunteer sorting sessions, support warehouse operations at least one Saturday per month or as needed
- Schedule Book Bus weekly visits with SAISD schools and support visits on-site
- Collaborate with the lead contact at each school to finalize the class visit schedule
- Set up Bloomerang volunteer sessions for volunteer sessions and needs and notify staff lead if more volunteers are needed
- Greet the Book Buddies bus and volunteers at schools weekly to provide on-site support, troubleshoot issues, and collect stories
- Order and stock warehouse supplies as needed
- Coordinate pickups and deliveries as needed (i.e schedule with Goodwill and Gardopia)
- Co-lead at the teacher store at least once a month or as needed

Key Performance Indicators

- Increase the number of unique volunteers to 2,000 annually across individual, corporate, and community sectors
- Recruit and engage at least 30 corporate and community groups annually, with a focus on building repeat partnerships and increasing group participation year over year

- 20% growth in repeat volunteer participation and overall engagement
- Identify high-potential volunteers and provide referrals within 10 working days and handoffs to development team to support the 20% volunteer-to-donor conversion goal within 12 months
- Identify and train 5-10 volunteer regular leads/champions to cover operations when staff is off-site
- Ensure 100% of volunteer hours, attendance, and contact updates are logged in Bloomerang Volunteer within 5 business days of each event
- Maintain an average volunteer satisfaction rating of 80% or higher on post-service surveys

Minimum Requirements

- High school diploma or equivalent
- 2+ years of experience in volunteer coordination, community engagement, event coordination, nonprofit programs, or a related field
- Satisfactory outcome of a fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee
- Reliable transportation and a valid driver's license are required

Knowledge, Skills, & Abilities

- Exceptional interpersonal and relationship-building skills, with a demonstrated ability to cultivate corporate partnerships and engage diverse stakeholders
- Strong organizational and time-management capabilities, with a proven ability to independently balance multiple priorities and meet deadlines in a fast-paced environment
- Skilled in CRM and volunteer management platforms (Bloomerang experience preferred), Google Workspace, Microsoft Office, and basic design/communication tools (e.g., Canva)
- Ability to perform light warehouse operations (including lifting up to 50 lbs) and flexibility to work scheduled evenings and weekends, including at least one Saturday per month

Working Conditions

Work Environment:

- Work is hybrid and requires time in the SAISD Foundation office, at the Book Buddies warehouse located at 311 N. Luke Drive in Port San Antonio, at the Teacher Store located at 415 Gabriel Street in Young Men's Leadership Academy, and at SAISD schools
- Candidate will need to provide their own computer and have access to reliable internet when working remotely

Physical Requirements:

- Work in the warehouse at times requires lifting up to 50 lbs and moving of book boxes and supplies

Supervisory Responsibilities / Direct Reports

This role reports to the Communications & Community Engagement Manager. This role does not have any direct reports.

Terms & Compensation

This is a part-time, hourly position with a starting rate of \$22 per hour, based on experience. Regular hours are approximately 30 hours per week, with some weekend support, including at least one Saturday per month. This position is not eligible for benefits.

Application

To apply, please submit a cover letter, resume, and a list of two professional references to SAISDFoundation@saisd.net. Please include the position title in the subject line.

