

Director of Community Outreach

Coalition For Kids

Reports To: Director of Operations

Works Closely With: Executive Director, Director of Operations & Director of Programming

FLSA Classification: Exempt (Administrative)

Starting Salary: \$41,600

Mission Statement

Coalition For Kids exists to help children grow in **wisdom** through tutoring opportunities for academic success, in **stature** through proper nutrition, snacks, meals, and wellness activities, in **favor with God** through sharing the gospel of Jesus Christ, and in **favor with man** by instilling godly character in young men and women.

Position Overview

The Director of Community Outreach leads the organization's volunteer and community outreach efforts by recruiting, screening, onboarding, placing, supporting, and retaining volunteers; building relationships with community partners; coordinating approved service projects and events; and overseeing the volunteer database system.

This position does not supervise employees but is responsible for the coordination and support of all volunteers serving Coalition For Kids.

This position reports to the Director of Operations and the Executive Director and works closely with the Director of Programming on volunteer placements and student-serving group projects.

Duties and Responsibilities

- Represent Coalition For Kids in a positive Christian manner through words, actions, attitudes, and relationships.
- Lead volunteer recruitment, screening, onboarding, placement, communication, and retention efforts.
- Coordinate background checks and required documentation for volunteers serving directly with children.
- Maintain accurate volunteer records, service hours, communications, and participation history through the organization's volunteer database system.
- Help implement and manage the volunteer database system, including data entry standards, tracking, reporting, and follow-up.
- Work with the Director of Programming to coordinate volunteer placements and group projects that serve students.
- Coordinate facility-related volunteer projects and service opportunities with approval from the Director of Operations.
- Work with the Director of Operations and Director of Programming to help coordinate events for children and families in the program.
- Communicate with staff to identify volunteer needs across programming, events, administrative support, and approved service projects.
- Train and support staff in effectively working with volunteers.
- Conduct volunteer orientations and support volunteer appreciation and recognition efforts.
- Develop and carry out outreach strategies to strengthen relationships with churches, colleges, businesses, civic groups, and community partners.
- Represent Coalition For Kids at community meetings, church gatherings, service organizations, and outreach events.
- Organize and support special events, volunteer projects, and community engagement opportunities.
- Assist with fundraising support activities as assigned, including community donations and silent auction items.
- Perform other duties as assigned by the Director of Operations and/or Executive Director.

Collaboration and Approval Structure

- The Director of Programming will approve all group projects involving direct service to students and help guide volunteer placement by site.

- The Director of Operations will approve all individual or group service projects related to facilities or non-program areas.
- Events involving children and families will be coordinated with the Director of Operations and Director of Programming.

Knowledge and Skills

- Strong interpersonal, communication, and relationship-building skills
- Ability to work collaboratively with staff, volunteers, families, community partners, and supporters
- Ability to manage multiple tasks, stay organized, and work independently
- Ability to speak to groups and represent the organization well in the community
- Ability to maintain confidentiality and follow child safety procedures
- Proficiency in Google Workspace and Microsoft Office
- Ability to use a volunteer database or similar tracking system

Education and Experience

- Bachelor's degree preferred
- Minimum of 3–5 years of experience in volunteer management, community outreach, nonprofit work, or a related field
- Experience with volunteer tracking systems, databases, or CRM platforms preferred
- Experience working in a faith-based or community-focused organization preferred

Working Conditions

This position is full-time, 40 hours per week, position and light travel and irregular hours may be required. Working conditions include the office environment and physical demands:

- Office environment is to include a typical office structure that will include constant interruptions, excessive intermittent noises.
- Physical demands include dexterity of hands and fingers to operate a computer keyboard and other office equipment, sitting for extended periods of time, bending at waist, kneeling, and crouching, ability to lift 50 lbs., standing for up to an hour, walking, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Employment with Coalition For Kids would be an “at-will” nature, and this job description does not imply an employment contract. “At-will” employment means that the employee may resign at any time and the employer may discharge an employee at any time and for any or no reason. Furthermore, an employee’s “at-will” status may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Executive Director.

Coalition For Kids is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, pregnancy, national origin, age, disability, genetic information, veteran status, or any other status protected by federal or Tennessee law.

Employment is contingent upon successful completion of background screening, physical and drug screening consistent with organizational policy and Tennessee law.

This job description is intended to describe the general nature and level of work being performed and is not intended to be an exhaustive list of all duties or responsibilities. Duties may be modified as organizational needs evolve.