



Volunteer Manager (Full-time)

About the Organization: Detroit PAL is a non-profit that believes Detroit's Future is Kids First! We are passionate and purpose-driven, with a mission of Helping Youth find their Greatness. Detroit PAL is doing great things in the City and region through athletics, enrichment programs, and community initiatives that positively impact 10,000+ youth annually. We teach our G.R.E.A.T. Model of Goal-setting, Resilience, Embracing a healthy lifestyle, Accountability, and Teamwork. PAL empowers the community by training and partnering with 1,000 coaches and volunteers, by running quality youth development programs, and by creating safe places for kids to play. Detroit PAL's headquarters is at The Corner Ballpark, the site of the Old Tiger Stadium on Michigan near Trumbull. We facilitate programming at 75+ other locations and facilities.

About the Role: This is a newly created position, reporting to the Director of Organizational Excellence (DOE). As Detroit PAL continues to expand programming, and our presence in the community, it has become critical to have a full-time team member devoted to volunteer recruiting and guidance. The role of the Volunteer Manager will be to work with PAL leadership to establish processes and standards for the effective and efficient management of volunteers. We view volunteer management as the process of recruiting, training, engaging, tracking, and retaining volunteers.

This role will require someone that is comfortable working with software, organized by nature, and has the ability to project professional friendliness on the phone and in person. This role will ultimately require coordination and understanding of activities throughout the PAL organization, particularly with the Athletics and Development departments. Occasional attendance at programmatic sports and youth enrichment events will be helpful in learning and excelling in this position.

We believe the right person could be someone with background that includes a minimum of 3 – 5 years of work experience in a similar position. We also believe that the right person might be a career switcher, someone who has built a career in one area and has an interest to transfer those skills into a new career. Your cover letter and resume must close the gap between what PAL has described of this position and your professional and life experience. Be assured, the hiring team will read your cover letter.

Please spend some time on our website, reviewing all the activities and endeavors of Detroit PAL. The team at Detroit PAL promises you this, **no two days will ever be the same.**





Duties & Responsibilities:

- Overall, work with the CEO, CDO, DOE, and Operations Manager to develop a strategic volunteer program plan.
- Develop and implement a defined recruiting process based on Detroit PAL's mission and the strategic plan.
- Work with stakeholders throughout the organization to develop an effective training and onboarding program that includes feedback from all parties.
- Creatively coordinate efforts with volunteers and PAL managers to assign and engage volunteers.
- Plan and coordinate 2 – 3 volunteer appreciation events per year.
- Communicate and validate data tracking requirements with relevant stakeholders.
- Perform administrative functions such as badging and background checking of volunteers.
- Represent Detroit PAL in the community by being a positive role model in all interactions.
- Keep kids first and the mission first.
- And other related duties as assigned.

Knowledge, Skills, and Abilities:

- Strong work ethic.
- Solid organizational skills.
- Ability to relate to people on all levels.
- Open to learning basic systems and software.
- Team player mentality.

Qualifications:

- Bachelor's degree or equivalent combination of work and experience.
- 2 – 5 years of experience in a similar position or professional experience in a dissimilar role with transferable skills.
- Relatable personal life skills.

Work Schedule:

Detroit PAL leadership understands that work-life balance is important. We are offering a purpose-driven hybrid schedule for this position. For the first four weeks, we require 100% in office. After four weeks you may convert to a 3/2 hybrid work schedule, i.e., in office three days per week, remotely two days per week, if you choose to. Many PAL employees prefer the socialization and collaboration that occurs in the office versus working remotely.





[This is A Great Opportunity](#)

This is a great opportunity to join an expanding organization in a role that will move the organization forward.

To **apply** for this position, please email your resume and cover letter to **hiring@detroitpal.org**. Please indicate the position that you are applying for in the subject line of your email and include a phone number within your email. In addition, let us know how you found this position posting. Was it forwarded to you or did you see it on a website? If so, which website?

Applications will be accepted and reviewed on a rolling basis until the position is filled. Thank you.

