



Hands on Thomas County Programs and Events Director Job Description

Hands On Thomas County is a non-profit 501(c)3 which connects citizens as volunteers to non-profit and community agencies, needs and service opportunities in Thomas County, Georgia through annual events and daily volunteer placement. Interested applicants are encouraged to visit our website at www.handsonthomascounty.org for more information.

The Programs and Events Director will mainly be responsible for serving as the liaison between volunteers and non-profit organizations, and will oversee volunteer recruitment and scheduling, as well as volunteer event days. This person will work to meet the mission of recruiting, facilitating, and developing volunteer opportunities in Thomas County. This position reports to the Executive Director, and will assist the Executive Director in overall responsibility for the strategic, programmatic, financial, and management operations of the organization. This is a full-time position.

The ideal person for this position will be extremely detail oriented and organized, a creative problem-solver and multi-tasker, able to anticipate and respond appropriately to internal and external needs, able to communicate effectively to a wide variety of stakeholders, and have a heart for helping others. This is a wonderful opportunity to bring and gain experience in the non-profit world with a small, but successful and well-established, organization.

Key Responsibilities:

1. Volunteer Recruitment and Management

- Develop and establish positive relationships with individual volunteers, as well as teams of volunteers representing area businesses, clubs, schools and faith-based organizations.
- Match volunteers with appropriate non-profit agencies and project sites.
- Maintain volunteer database.
- Oversee orientation and training of Project Team Leaders.

2. Non-Profit Partners and Project Management

- Develop and establish mutually beneficial relationships with area non-profits.
- Recruit and match volunteers to non-profit needs.
- Maintain non-profit database.
- Establish and train non-profits in volunteer “best practices.”

3. Program & Project Development

- Plan, coordinate and implement volunteer events such as HOTC Day, Family Volunteer Day, MLK Jr. Youth Service Day, Volunteer Week, Project Impact, Impact Outreach, Hands On Heroes, Student Hands On Thomas County, as well as Annual Fundraisers.



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- Seek to enhance or improve existing events and programs. Develop and create new programs and projects that align with our mission, and meet budgets, goals and community demands.
 - Assist with fundraising and donor relations.
 - Able to handle multiple time-sensitive projects at one time.
4. Database Management
- Maintain database of constituencies such as volunteers, donors, businesses and other organizations.
 - Track volunteer hours, project sites, and clients served.
 - Inventory supplies and tools.
5. Public Relations, Marketing and Community Outreach
- Assist in writing and design of the quarterly newsletter and other print materials including brochures, press releases, fliers, etc.
 - Update the Hands On Thomas County website.
 - Maintain and broaden presence on social media.
 - Work with Board and partner organizations to provide consistent messaging and materials.
 - Establish and maintain beneficial relationships with schools, city/county agencies, and other organizations.
 - Attend community events and meetings to present and promote HOTC volunteer opportunities and mission to community.
6. Staff and Board Relations
- Attend all Board meetings.
 - Assist Executive Director in identifying and recruiting Board members.
 - Maintain positive relationships and communicate effectively with Board members.
 - Record Board meeting minutes.
 - Assist with grant writing.
 - General office administration and facility maintenance. Comfortable in a small office environment.
 - Performance of other duties that are deemed by the Executive Director or Board to be an integral part of the job, including but not limited to fulfillment of work schedules, adherence to attendance policies, and other applicable operating rules, policies and procedures.

Qualifications

- Bachelor's Degree, or High School Diploma and two years relevant professional experience (in areas of non-profit, event planning, or community outreach preferred). We will train the right person!



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- Proficiency on computers and Microsoft Office programs (Word, Excel, Publisher, and Outlook) required. Experience with design programs, and WordPress helpful.
- Extremely organized and able to multitask.
- Excellent verbal, written, and presentation skills.
- Creativity, leadership and enthusiasm to inspire others and create strong partnerships.
- Understanding of volunteerism and the non-profit community.
- Physically capable of movement to all areas of the office and community facilities.
- Ability to lift heavy objects and stand for long periods of time.
- Must have valid driver's license and reliable transportation.

This job description has been designed to indicate the general nature and essential duties and responsibilities of work performed. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required for this position, and is open to change.

Start Date: Immediate; Candidate must be available leading up to and on all event days.

Hours: Full-time 40 hours (*some overtime and Saturdays required*)

Salary Range: \$12 - \$15/hour (salaried)

Benefits: We are able to offer a 50-week work year with a two-week paid sabbatical, plus

- 1 week vacation your first year
- Paid comp, sick and bereavement days
- Paid federal holidays
- Cell phone & mileage reimbursement
- Paid vision, dental, life, and short/long-term disability insurance (workplace health not available at this time)

Please send current resume, with references and cover letter, to:

Angela Kiminas at angela@handsonthomascounty.org,

or HOTC, PO Box 252, Thomasville, GA 31799.

No applicants will be considered without these items. No phone calls please.