



VOLUNTEER AND MENTOR COORDINATOR

REPORTS TO:

Deputy Director

ABOUT US:

Little Lights recently celebrated 30 years of ministry in under-resourced communities in Washington, DC, particularly focusing on empowering residents of communities in Southeast DC. Little Lights is a community faith-based organization offering academic tutoring, one-to-one mentoring, and spiritual programs for kids, workforce development programs for teens and adults, and anti-racism training.

JOB PURPOSE:

The Volunteer & Mentoring Coordinator proactively works to facilitate a smooth, organized, and inspiring volunteer and mentor experience at Little Lights, interfacing with potential and current volunteers, partner churches, internal program and development staff, and Little Lights students and families.

DUTIES & RESPONSIBILITIES:

Volunteer Coordination:

- Recruit volunteers through churches, universities, recruitment events, online platforms, etc.
- Develop recruitment materials for emails, social media, and outreach efforts
- Communicate with volunteers and guide them through the onboarding process
- Coordinate volunteer placement and schedules with program staff
- Track and manage volunteer information and shift schedules in Bloomerang
- Coordinate group volunteer service opportunities, managing scheduling and communication
- Coordinate visiting Summer and Spring Break volunteer groups, managing logistics, housing, and service opportunities throughout their stay
- Facilitate volunteer new orientations and trainings and appreciation events
- Support volunteer retention by collecting feedback, conducting check-ins, and implementing other engagement strategies
- Compile volunteer data for annual reports, board meetings, etc.
- Represent Little Lights at fairs, speaking engagements, and recruiting events

Mentor Coordination:

- Recruit and onboard mentors
- Match mentors with students in collaboration with program staff
- Communicate with students and families to coordinate introductory meetings with possible mentors
- Lead monthly mentor meetings and ongoing training opportunities
- Check in regularly with mentors, students, and families to support healthy mentoring relationships
- Track mentor participation and compile data for reports and publications
- Provide ongoing support, communication, and retention strategies for mentors

PREFERRED QUALIFICATIONS:

- Bachelors degree preferred
- Exceptional verbal and written communication skills
- Strong attention to detail and follow-through
- Comfortable speaking to and engaging a broad range of people, both one-on-one and in group settings, about volunteer opportunities
- Excellent organizational and administrative skills
- A high degree of professionalism
- Persuasive, diplomatic, and able to handle any concerns or conflicts that may arise with volunteers
- Ability to help volunteers catch the vision behind Little Lights
- Experience with databases preferred
- A heart for serving underserved youth and families

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The Volunteer and Mentoring Coordinator will be expected to work occasional evening and weekend hours in conjunction with special events, and may be asked to carry materials for events and around the office. The position is currently a hybrid position typically requires working 3 days per week in the office and 2 days from home.

SALARY & BENEFITS:

\$56,000 - \$67,000

Full health insurance

Very generous holiday, vacation, and personal leave

LOCATION:

Little Lights Center: 760 7th Street, SE, Washington, DC 20003

HOW TO APPLY:

Please send resume and cover letter to admin@littleglights.org. Include "Volunteer and Mentoring Coordinator" in the subject line. No phone calls please.