



**PENFIELD**  
CHILDREN'S CENTER

Position: **Special Events and Volunteer, Specialist**  
Reports to: Marketing Manager  
Department: Development & Communications

## **POSITION SUMMARY**

The Special Events and Volunteer, Specialist will be responsible for the management of all non-employees that are placed at Penfield Children's Center. Additionally, this individual will work closely with the staff at Penfield Montessori to support volunteer recruitment, placement and management activities. This will include the recruitment, orientation/training, coordination and oversight of all students and volunteers. This individual will work closely with the staff at Penfield Children's Center and Penfield Montessori Academy to assess organizational volunteer needs and placements. Additionally, this individual will provide leadership and professional expertise in the planning and implementation of special events, including direct responsibility for the Croquet Ball.

## **ESSENTIAL FUNCTIONS**

### **Volunteer management and recruitment**

- Develop, implement and evaluate a comprehensive volunteer program to meet the current and future needs of Penfield Children's Center and Penfield Montessori Academy.
- Create volunteer calendar outlining opportunities throughout the agency to incorporate volunteers.
- Recruit, orient/train and deploy agency volunteers.
- Work closely with staff at Penfield Children's Center and Penfield Montessori to determine the organizational needs for volunteers and how best to utilize these individuals.
- Serve as a resource for individuals, organizations and corporations interested in volunteering at Penfield Children's Center and/or Penfield Montessori Academy.
- Facilitate student observations maintaining communication with staff regarding scheduling.
- Conduct orientation sessions with interested volunteers for available placements.
- Evaluate the volunteer experience conducting surveys with agency volunteers.
- Complete necessary paperwork and maintain records, hours and data on all agency volunteers.
- Assist the development department in creating communications regarding the volunteer program and/or individual volunteer stories.
- Provide annual volunteer statistics to the external audit firm.
- Completion of reports and outcomes on volunteer services as needed.

### **Special event management**

- Provide high level leadership of special events, including direct responsibility of the annual Croquet Ball.
- Provide management of vendor relationships, information systems and technology integration, and additional processes and procedures.

- In partnership with the Friends of Penfield and key volunteers, will lead the creation and execution of a special event to support Penfield Montessori Academy.
- In partnership with interested third parties, develop and execute donor cultivation & recognition events that highlight Penfield's programs and services, acquire additional donors and friends to the organization, recognize current donors for their on-going support and support brand awareness efforts.

**Position Requirements:**

- College degree and minimum 2-3 years relevant experience in planning, implementing and directing a volunteer program.
- Ability to manage multiple projects and meet deadlines.
- Experience managing all components of major fundraising events.
- Strong public speaking and communication skills and community relations capabilities.
- Self-starter and willing to take initiative; able to work independently with accountability
- Strong writing and editing skills
- Detail-oriented, efficient and ability to multi-task
- Works effectively with a diverse population of volunteers, staff and external contacts to build and maintain successful partnerships.
- Computer proficiency

**Working conditions:** Evening and weekend work, as necessary, associated with special events and projects. Must maintain a valid driver's license and have access to an insured automobile.

**Safety/Environmental Hazards:** none

**Physical Demands:** manual dexterity required for typing on a computer keyboard, ability to lift or move objects of 25 lbs. or less, visual acuity (close vision, distance vision and ability to adjust focus)

Please send cover letter and resume to:

Human Resources  
Penfield Children's Center  
833 North 26<sup>th</sup> Street  
Milwaukee, WI 53233  
hr@penfieldchildren.org