



Program Leader, Outreach & Volunteerism, ASP of NY

Full Time – Non-Exempt

ASP of NY

The Organization

The All Stars Project, Inc. (ASP) creates and sponsors innovative programs that engage young people and people of all ages from poor, urban communities in afterschool development, a new way of engaging poverty. ASP has a growing, national geographic footprint with locations in New York City, Newark, Chicago, Dallas, and the San Francisco Bay Area. Our programs include:

- The **All Stars Talent Show Network**, where young people perform in and produce hip-hop talent shows in their neighborhoods.
- The **Development School for Youth**, where young people learn to perform as professionals, and they partner with business leaders who conduct workshops and provide paid summer internships.
- The **Castillo Theatre** is our off-off Broadway theatre. It opens up the world of cutting edge political theatre to young people and adults. Its audience comes from diverse communities across New York City, and nearly 10,000 people attend productions every year.
- **Youth Onstage! (YO!)** introduces young people, ages 14 to 21, to performance, improv and the world of theatre, offering free training in the performing arts under the direction of volunteer theatre professionals. Training emphasizes ensemble building and offers experiential outings, workshops, and classes, all led by theatre professionals
- **Operation Conversation: Cops & Kids** is a partnership with the New York City Police Department. It brings young people from poor communities together with police officers in performance workshops where they learn to listen to one another and create a new kind of relationship.
- **UX** is a free, university-style school of continuing development. It has classes, workshops and field trips that are open to people of all ages.
- **Talented Volunteers** is the All Stars Project's award-winning volunteer program that creates opportunities for hundreds of caring adults to get involved in virtually every aspect of All Stars Project programs and operations.
- **Fulani Fellowship** is a rigorous introduction to and immersion in the on-the-ground practice, methodology and approach to human development employed in the programs of the All Stars Project.

Job Summary

The Program Leader, Outreach & Volunteerism is a key position responsible for the recruitment, orientation and placement of new volunteers and interns, and for motivating the staff of the ASP to involve volunteers at every level of the organization and in all aspects of their work. The Program Leader, Outreach & Volunteerism oversees the daily operations of the Talented Volunteer Department, recruits and orients interns, and manages the theatre house staff operation and key events held at the ASP, as well as staffing the box office operation. The Program Leader, Outreach & Volunteerism reports to the Director, Youth Development & Outreach.

October 2017



Job Responsibilities

Volunteer management

- Recruit new volunteers through a range of activities including but not limited to posting website listings, networking at events, outreach and networking with the volunteer management milieu in NYC, partnering with volunteer referral services and attending volunteer and internship fairs.
- Maintain online presence as relates to volunteer opportunities within the organization.
- Work with ASP of NY program leaders to develop volunteer and intern opportunities and create new areas of work for volunteers.
- Respond to new volunteer inquiries and schedule interested volunteers for introductory tour and orientation sessions.
- Produce the new volunteer orientation sessions including the scheduling of presenters and tour guides, creation of materials and confirmation calls, involving a wide range of All Stars constituents.
- Maintain database of volunteer information and schedules, track volunteer activity/activation and produce monthly statistical reports for the Director, Youth Development & Outreach.
- Facilitate the placement of volunteers within the organization and handle all communication with the staff and longtime volunteer/builders who manage volunteers.
- Oversee the production of volunteer-led phone shifts to generate volunteer participation in all ASP events.
- Produce communications to the ASP volunteer community to inform them of volunteer opportunities, introduce the Volunteer of the Month, and invite them to ASP events and activities.
- Manage the house staff operation:
 - Maintain schedule and track confirmations
 - Enlist the participation of volunteers in the ASP house staff operation;
 - Function as house manager as needed;
 - Work with house management team to ensure high quality of environment and experience.
- Organize and recruit volunteer staff for special events.
- Work with corporate partners and outside organizations seeking to offer day-of service activities.
- Organize and participate in meetings with volunteer managers, intern coordinators and group-volunteerism contacts.
- Manage the budget of the volunteer department.

Special Events and Volunteer Fundraising

- Develop the Bowl-a-thon as a major fundraising event produced for and by the volunteer base of the support and raise of \$20,000.
- Oversee the planning and production of the Bowl-a-thon.
- Oversee the planning and production of the All Stars Project Annual Holiday Party.



Intern recruitment, orientation and placement

- Recruit, interview, and place interns.
- Perform outreach at school and community fairs.
- Assemble materials and create schedule for intern introductory tours and interviews.
- Liaise with staff throughout All Stars to accurately assess intern placement availability.
- Screen submissions and perform first round interviews to recommend placement of interns.
- Relate to college, university, and community career counselors to recruit and report on intern placement and performance.
- Help to recruit and manage summer Activist for Social Development fellowship.

Qualifications

- Strong verbal and written communication skills.
- Highly detail-oriented, organized, and motivated; self-driven.
- Strong intellectual curiosity.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work load.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Excellent interpersonal, leadership, and relationship building skills used to lead cohesive teams and connect with people from many different backgrounds.
- Strong administrative skills including use of MS Word, Excel, PowerPoint, and Outlook. Database and online proficiency required.
- Experience in volunteer and/or program management a plus.
- Experience or interest in community organizing strongly preferred.

To Apply

Submit cover letter and resume with minimum salary requirements to jobs@allstars.org. Please indicate "Program Leader, Outreach & Volunteerism" in the subject line of your email for fastest consideration.