



**Title:** Volunteer & Program Associate  
**Location:** All Stars Project (ASP) Chicago  
**Job Status:** Part-time/Non-exempt/Onsite  
**Reports to:** Director of Programs  
**Salary:** \$18 to \$21 per hour

*Do you want to **impact** youth and underserved communities by **building bridges** and harnessing the power of human development, opportunity, and hope?*

*Become a part of our **growing** national non-profit team, whose purpose is to **create** a more caring America by bringing out the **All Star** in everybody.*

### **All Stars Project, Inc. Mission**

Through the developmental power of performance, we transform the lives of youth from poor and underserved communities in partnership with caring adults, giving everyone the opportunity to grow.

### **Job Summary**

All Stars Project of Chicago seeks an energetic and socially committed individual to be a member of the program team. The focus of the role is recruitment and management of volunteers and assisting with program outreach and coordination.

### **Specific Details on the Position**

- Approximately 20 hours/week
- Onsite
- General schedule -- Tuesdays, Wednesdays and Thursdays between 2:00 – 7:30 p.m. Occasional Saturdays and additional flexibility required for events.

### **Job Responsibilities**

- Recruit new volunteers to ASP of Chicago which includes promoting and posting opportunities throughout Chicago.
- Respond to all inquiries and invite potential volunteers to introductory sessions.
- Produce introductory sessions for potential volunteers (approximately 1-2/month).
- Coordinate all administrative, reporting, and operational tasks relevant to the volunteer program.
- Build teams and staffing for ASP of Chicago events and projects by recruiting within the volunteer community.
- Promote ASP of Chicago volunteerism in a variety of settings, including college campuses, community events, etc.

### **Program Coordination**

- Assist in production of program events including load-in and load out. Events include workshops, orientations/graduations, talent shows, receptions, meetings and more as needed.
- Coordinate youth programs admissions process. This includes maintaining accurate information in the program database.
- Participate in youth outreach activities in the communities with volunteers and ASP of Chicago team members.



- Draft social media content in partnership with the local team as needed.
- Respond to additional requests from the Director of Programs.

### **Qualifications**

- Ability to articulate clearly the All Stars mission and strategies to a broad range of people
- Experience and/or interest in volunteerism, outreach, and community organizing.
- Strong interpersonal skills: ability to relate to youth, volunteers, staff leaders, and professional partners.
- Excellent verbal and written communication skills
- Entrepreneurial spirit and ability to take on tasks without prompting.
- Passion for supporting the growth and development of Chicago's young people
- Computer skills including Microsoft Office programs, specifically Microsoft Excel and Microsoft Word
- Team player and ability to work in a multicultural setting.
- Capacity to apply independent judgment in planning and prioritizing.
- Flexibility

### **How to Apply**

Send cover letter and resume to [jobs@allstars.org](mailto:jobs@allstars.org). Please indicate "Chicago Volunteer & Program Associate" in the subject line of your email for fastest consideration.