



Volunteer Position: Marketing & Development
Volunteer Commitment: 4+ hours/week
Location: Administrative Office
1950 E. 220th St, Ste. 207
Carson CA 90810
Reports to: Development Manager

BOYS & GIRLS CLUBS OF CARSON MISSION

The Boys & Girls Clubs of Carson offers young people a safe environment where they can have fun and be themselves, dedicated adult mentors who respect and listen to them and outcome-based programs that empower youth to become lifelong learners.

VOLUNTEER POSITION SUMMARY

Our Club is a nonprofit 501(c)3 organization serving over 850 kids after school each day across 10 locations in Carson and South Los Angeles - Compton & Watts.

The Club's Development Department is responsible for raising approximately \$1.7 million per year through a collection of corporate, individual, foundation and special event revenue streams. As a Marketing & Development Volunteer, you will be asked to support special projects of the Development Department that further the organization's funding goals and culture of gratitude with community partners.

Marketing & Development Volunteer projects could include producing a 2,000 household mailing in Microsoft Word, overseeing gala auction item collection or creating art projects with youth, for example.

The Marketing & Development Volunteer position can be tailored to a volunteer's unique interests and abilities. The Club welcomes volunteers eager to gain firsthand experience in fundraising and the inner workings of nonprofit management.

VOLUNTEER COMMITMENT

Volunteers are asked to commit to at least four hours per week, Monday-Friday 8-6PM, for a minimum of three months. Depending on the Department's needs and capacity, internship applicants are considered on a case by case basis.

USEFUL SKILLS/KNOWLEDGE

- High School diploma or GED;
- Strong work ethic and attention to detail;
- 2-3 years' work experience in the administrative capacity;
- Familiarity with social media, email marketing and CRM platforms;
- Strong professional writing skills and ability to independently communicate with stakeholders with the upmost professionalism and demeanor;
- Goal oriented and self-driven to exceed deadlines and independently seek out areas of improvement and growth for Development department processes;
- Forward thinking, excellent customer service skills, ready to take initiative on projects and duties;
- Demonstrated ability to work in communities where diverse populations reside and
- Demonstrated leadership skills.

PHYSICAL AND MENTAL REQUIREMENTS

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing for long periods of time, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of up to 50 pounds.

NEXT STEPS

For consideration, fill out the online volunteer interest form at bgccarson.org/volunteer. Applicants will be contacted within one week of submission by Club staff with next steps.

THANK YOU for your interest!