



PENCIL
Public Education Needs Community Involvement and Leadership

JOB DESCRIPTION

Volunteer Recruiter

Reports to: Senior Manager of MNPS Tutoring Programs

Supervises: None

Schedule: Monday – Friday; 8:00a – 5:00p (July – January; temporary grant-restricted role)

Wage Scale: \$27/hour

FLSA Status: Non-exempt

PENCIL'S VISION AND CORE COMMITMENTS:

PENCIL exists to create a world where Metro Nashville Public School (MNPS) students and teachers have equitable access to resources and opportunities, empowering students to succeed now and in the future. We will do this by creating a community that respects the unique perspectives and experiences of all stakeholders through proactive listening, continuous learning, and tireless advocacy for every student.

Our work is guided by the needs of MNPS, is student centric, and is achieved through intentional partnerships and tangible engagements.

As the PENCIL team, we will:

- Be **collaborative** and **inclusive** —By encouraging conversations that amplify and uplift the voices of all students and communities, especially those marginalized by inequitable systems.
- Act with **transparency** and **integrity** — By striving to continually educate ourselves, intentionally recruit and retain diverse staff and stakeholders, and encourage everyone to share their authentic perspectives and experiences to our work.
- Demonstrate **kindness** and **gratitude**— By valuing the unique experiences that each student, staff, and community member bring to our work.

POSITION SUMMARY:

The Volunteer Recruiter proactively researches and calls on potential PENCIL Partners (businesses, congregations, and universities/colleges) to recruit new tutors for MNPS tutoring programs (including individual volunteers) each month. The Recruiter works both independently yet as an integral part of various teams.

The goal of this position is to continually attract and onboard new tutors who can be of meaningful service to MNPS students. The secondary goal is to capture data on the new partner organizations so they can remain engaged beyond a one-time commitment. The Recruiter will attract not only high

Linking community resources to Nashville Public Schools to help young people achieve academic success and prepare for life.

7199 Cockrill Bend Blvd | Nashville, TN 37209

hr@pencil615.org | www.PENCILforSchools.org



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numbers of individual volunteers but also attract high profile Partners who can aid in further recruitment.

ESSENTIAL FUNCTIONS:

- Recruits community volunteers and paid tutors for MNPS tutoring programs; secures enough paid and volunteer tutors by the beginning of respective programs to effectively serve the targeted amount of students
- Attends community events and recruiting fairs to create awareness for MNPS tutoring programs
- Actively sends recruitment correspondence to various stakeholders
- Successfully and consistently hits weekly and monthly recruitment targets
- Contacts local colleges, universities, and other groups to raise awareness for MNPS tutoring programs, and to promote tutoring opportunities for those respective groups
- Develop recruitment presentations and present regularly to various stakeholder groups
- Perform various administrative tasks related to MNPS tutoring programs
- Maintain up-to-date record of communications for each recruitment contact
- Partner with PENCIL Partnership team to develop clear communication strategies and targets
- Document volunteer recruitment systems and procedures
- Perform other as needed, related duties pertaining to volunteer recruitment

QUALIFICATIONS:

- **EDUCATION** - Bachelor's Degree is required, preferably in marketing, communications, business, or related field
- **SKILLS**-
 - Ability to work collaboratively with colleagues, partners and schools with a compelling vision and enthusiasm; always seeking continuous improvement
 - Creative with proven ability to problem solve, set, and accomplish goals and meet deadlines
 - Organized, self-driven and able to keep accurate and detailed documentation
 - Basic computer skills are essential, including a working knowledge of Salesforce (or other CRM system), Microsoft Word, Excel, and PowerPoint
 - Excellent written and oral communication skills
 - Ability to work independently and proactively without daily instruction is critical but must display teamwork and conflict resolution skills
- **EXPERIENCE** - Must have a minimum of two years of previous experience in sales and/or customer service; proven track record of success in generating revenue and/or engagement



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ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS :

- Must be able to travel to potential partners, universities, and community partners daily; local travel is extensive and reliable transportation daily is necessary
- Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature
- Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.
- The employee must occasionally lift and/or move up to 25 pounds.
- The employee is required to stand, walk, climb, and balance

WORK SCHEDULE & HOURS:

This position works 40 hours each week: Monday – Friday, 8 a.m. – 5 p.m., with occasional evening and weekend hours for special events.

DISCLAIMERS:

This job profile is not intended to be all inclusive of tasks required, it is to provide a general description of essential job responsibilities.

PENCIL is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Employee Signature

Date