

Volunteer Coordinator

Cambridge Main Street

2019



Mission:

Cambridge Main Street is a volunteer led non-profit organization tasked with the community and economic revitalization of the Main Street district. We do this following the National Main Street Four-Point model and approach. Our work helps to support small business, community engagement and pride, and preservation of the heritage and places that give Cambridge its character.

Position:

Volunteer Coordinator.

This position directly supports our mission by fueling the organization with volunteers the make up the backbone of the Cambridge Main Street program. It also directly helps to identify volunteers who may be candidates to take on greater responsibilities, and is an ambassador for the mission and values of Cambridge Main Street.

Tasks:

This is a volunteer position that requires recruitment and coordination of a variety of volunteers. The position will ideally also help develop a volunteer program with onboarding, education, orientation, and policies and procedures. This position will also help develop volunteer descriptions for various duties and opportunities, outline clear expectations for each.

Key activities and events that volunteers are needed for and which the volunteer coordinator should be available to attend are Cambridge Downtown Beer Festival, Taste of Cambridge, Downtown Music Festival, Banner Switches. Other activities which volunteers are needed for include downtown clean ups, and special projects on an ad hoc basis. Administrative and visitor services is also something we are interested in leveraging volunteer support for in the future.

The volunteer coordinator will also help track and provide information on volunteer hours throughout the year and help identify volunteer leaders. The position also helps to track, check in, and communication directly with volunteers on the day of major festivals like Taste of Cambridge.

Skills.

The position requires confidentiality, ability to work with people, flexibility, great written and oral communication, and strong organizational skills. Ability to work independently and forward thinking are strongly desirable.

The volunteer coordinator will be able to work with contact management database, and online scheduling system. We also utilize Mailchimp email and wordpress to share information about volunteer positions, shifts and opportunities as needed.

Ability to interview, access, and determine volunteer abilities and interests to match them in the best areas is key to the success of this work.

Setting.

The volunteer coordinator may work from home or from the Downtown Cambridge Main Street office, located at 437 Race Street. Other times, the coordinator may be outside with volunteer teams.

Schedule and Commitment.

This is an annual commitment for a key position on the organization.

Work will be completed on an on-going basis with most time needed leading up to major events and on the day of the events.

Time needed will vary depending on time of year and activities taking place. An estimated 5 hours per week is probably the average.

Key event days during the year:

- Cambridge Beer Festival – June 15th
- Taste of Cambridge – July 13th
- Groove City Culture Fest – August 17th
- Downtown Music Festival – September 21st

Training and supervision.

The volunteer coordinator will work closely with Executive Director during the training period for this position, which will be a relatively informal process happening “on the job”.

The volunteer coordinator will also work directly with volunteer committees where possible, especially for Taste of Cambridge, and certain Green Team / Beautification activities.

The Executive Director will work with the volunteer coordinator to provide direct feedback.

Screening.

Volunteers interested in this position will be screened.