



Position: Volunteer and Service Learning Manager

Organization: South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 30,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 200 child care centers to offer free, high-quality, educational Pre-K 4 to more than 2500 children. In addition to developing, funding, and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 65+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Grantmaking and Development

The SC First Steps Grantmaking and Development Team is charged with increasing South Carolina First Steps' investment in early childhood programs, services, and systems. The team has three primary responsibilities which include overseeing and expanding the role of SC First Steps as an intermediary funder of formula, competitive, and targeted grantmaking among local First Steps partnerships, First Steps 4K providers, and other early childhood system partner organizations; seeking additional public and private resources to leverage the state's financial investment in First Steps; and overseeing other resource development and capacity building efforts on behalf of the organization.

Position Description

Reporting to the Director of Grantmaking and Development, the Volunteer and Service Learning Manager will be responsible for the vision and execution of high-level planning for volunteer and community engagement. These responsibilities include providing oversight of National Service initiatives (i.e., First Steps AmeriCorps and Volunteers in Service to America-VISTA), building the strategic direction for short-term and long-term volunteer engagement and internship opportunities, and increasing South Carolina First Steps and Local First Steps Partnership community connections. The role will work closely with organizational stakeholders (i.e., Executive Director, Director of Administration, Director of Grantmaking and Development, Director of Finance and Audit, Communications Director, Chief

Partnership Officer, State 4K Director, Government Affairs Liaison, and ECAC Program Manager) to ensure strategic integration of volunteer services and increased community engagement.

This position will be the direct supervisor for the AmeriCorps Program Coordinator, who is responsible for First Steps AmeriCorps programmatic compliance as outlined by South Carolina First Steps, the SC Service Commission, and AmeriCorps (CNCS). The First Steps AmeriCorps program includes compliance monitoring of 38 AmeriCorps members and Service Site leadership.

Responsibilities

1. Develop and implement a strategic partnership plan inclusive of goals, strategies, and tactics to facilitate volunteer recruitment and community engagement. 15%
2. Assume ultimate responsibility for AmeriCorps and VISTA grants including but not limited to compliance, project performance and accomplishment of grant goals and objectives. Ensure AmeriCorps Program Coordinator, VISTA Supervisors, and Service Site Supervisors implement activities that are compliant to governing standards and data monitoring requirements inclusive of South Carolina First Steps, SC Service Commission, and AmeriCorps (CNCS). 15%
3. Develop relationships with community and corporate stakeholders for volunteer awareness at the county and state level, creating a portfolio of volunteer opportunities. 15%
4. Serve as direct supervisory contact for AmeriCorps Program Coordinator and 2 VISTA members. 15%
5. Cultivate shared experiences among non-employee, capacity building team members inclusive of interns, VISTAs, AmeriCorps Members. 10%
6. Identify opportunities to promote SC First Steps National Service initiatives directly to prospective volunteers through events, community presentations, champion introductions, facilitating professional development workshops, etc. 10%
7. Facilitate service-learning trainings on volunteer engagement/recruitment, community asset mapping, and strategic partnership building. 5%
8. Develop, manage, and monitor the program's operating budget including grant funding; work with grantmaking and development team to secure continuation funding in support of National Service initiatives; and support SC First Steps grantmaking in volunteerism, service learning and/or community engagement. 5%
9. Support the development of communications and data deliverables outlining service impact. 5%
10. Set and monitor clear, measurable goals for National Service initiatives (i.e., MLK Service Activities, Mindfulness March, etc.). 5%

Qualifications

- Bachelor's degree or higher.
- Proven experience in program management and supervision of staff and/or volunteers.
- Ability to set and achieve strategic objectives, meet performance targets, and manage a budget.
- Strong written and verbal communication skills, including public speaking skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Strong computer skills including skills in Microsoft Office Suite.
- Excellence in organizational management with the ability to coach staff, volunteers, and/or interns, manage, and develop high-performance teams.

- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, local affiliates (partnerships), childcare partners, volunteers, and clients.
- Ability to demonstrate and promote inclusivity and cross-cultural competence.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.
- Action-oriented, entrepreneurial, adaptable, and innovative.
- Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of South Carolina First Steps.

Preferred Qualifications

- Master's Degree in education, social work, or related field.
- At least four years of management experience, preferably for a youth serving non-profit organization.
- Successful experience managing volunteers, preferably within an AmeriCorps program or similar volunteer/service learning programs.

Other Requirements

- Must possess a valid driver's license and vehicle to use in performance of job. Position requires some travel within South Carolina.
- Must be able to pass National Service Criminal History Check (NSCHS), criminal background and child and adult maltreatment screens and a pre-employment drug screen.
- Ability to lift up to 25 pounds

Benefits:

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

SC First Steps is an equal opportunity employer.

SC First Steps is a drug-free workplace.

To apply, submit your application here <https://bit.ly/3G1pW9Z> and send your cover letter and resume to Avian Jones at HR@scfirststeps.org.