

Job:
IRC51
742

You must register before you can apply for a position. Please return to the home page to register or login if you already have an account.

Description



Job Title Program Manager II; (Volunteer Center Manager); Grade 25
Location Rockville, MD, US
Organization Name CEC 16 Community Partnerships
Medical Exam Medical History
Background Investigation No
Financial Disclosure Yes
Job Description

CLOSING DATE: November 16, 2021

Effective August 30, 2021, all new hires will be required to provide proof that they are fully vaccinated against the COVID-19 virus prior to their first date of employment. Individuals who are unable to be vaccinated should contact OHR@montgomerycountymd.gov to discuss possible accommodations.

About the Community Engagement Cluster

[The Community Engagement Cluster](#) (CEC) works to build stronger, more informed and inclusive communities. The Cluster is responsible for strengthening Montgomery County's commitment to civic engagement and community service by engaging residents, organizations, businesses and other interest groups in our communities. The Cluster maximizes our communities' assets – time, talents, and other resources – working collaboratively to address and resolve community issues. The Volunteer Center Program Manager will report directly to the director of the Office of Community Partnerships in the CEC.

About the Position

Montgomery County Volunteer Center

The Montgomery County Volunteer Center is seeking a Volunteer Center Manager (Program Manager II) to

promote a culture of service throughout Montgomery County; connect residents of all ages and businesses with the specific needs of nonprofit and government agencies; encourage collaboration across the sectors of government, business and community; develop community partnerships to address serious community problems; strengthen civic capital; and enrich the lives of all Montgomery County residents.

What you'll be doing

- Duties include, but are not limited to:
- Providing creative problem solving and support to local nonprofits and County government engaged in volunteer programs.
- Championing community outreach efforts and volunteer programs within MCG to increase understanding and visibility of volunteer center
- Designing and implementing program outreach activities to attract and engage volunteers
- Recruiting, engaging, supervising and retaining volunteers for the volunteer center
- Serving as member of Office Emergency Management & Homeland Security's Volunteer and Donations Management Team to be a resource to the county in planning and response to emergencies.
- Leading staff and volunteers to support the work of the center.
- Responsible for website management including managing online content and database management.
- Coordinating efforts with the MCPS Student Service Learning (SSL) liaison.
- Using multiple communication tools to ensure messaging reaches all sectors of our community.
- Managing large events and days/weeks of service such as Martin Luther King Jr. Day, National Days/Weeks of Service, and the Montgomery Serves Awards
- Working with CEC administration for grant management and reporting requirements.
- Budgeting and overseeing expenditures for overall operations as well as providing detailed budgets for each large event including sponsor dollars and grant expenditures.

- Overseeing and managing staff for Volunteer Center Programs including Senior Corps, its Tax Aide program, and the 50+ Volunteer Network as well as the MCPS SSL Program partnership

Who we are seeking

- You recognize the impact and value of volunteers in advancing the mission of the Volunteer Center and recognize community outreach opportunities.
- You have a thorough knowledge of the principles, practices and techniques of program development, implementation, management, and evaluation related to non-profit volunteer management.
- You have knowledge of Federal and/or State grant funding requirements and regulations.
- You are persuasive and can connect skills and resources to effectively lead and manage a team of paid/volunteer staff
- You have excellent written and oral communication skills.

This position requires the ability to attend meetings, engagement events, and perform work at locations outside the office, which includes traveling to various locations throughout Montgomery County.

Additional Employment Information

Effective August 30, 2021 all new hires will be required to provide proof that they are fully vaccinated against the COVID-19 virus prior to their first date of employment. Individuals who are unable to be vaccinated should contact OHR@montgomerycountymd.gov to discuss possible accommodations.

OHR reviews the minimum qualifications of all applicants, irrespective of whether the candidate has previously been found to have met the minimum requirements for the job or been temporarily promoted to the same position. This evaluation is based solely on the information contained in the application/resume submitted for this specific position/IRC.

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will

provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to OHR@montgomerycountymd.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with their resume and all other information provided in the employment application process will be evaluated to determine the minimum qualifications and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Minimum Qualifications

Experience: Thorough five (5) years professional experience in Volunteer Program Management or closely related field.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

Preferred Criteria

All applicants will be reviewed by OHR for minimum qualifications. Those applicants who meet minimum

qualifications will be rated "Qualified," placed on the Eligible List, and may be considered for interview. Selection for interviews will be given to applicants with experience in the following:

- Volunteer Program Management (including recruiting, training and managing volunteers)

- Website and Database Management

Additional criterion to be considered include:

- Nonprofit Program management experience
- Strategic planning of volunteer programs
- Experience building and engaging relationships with volunteers
- Grant management experience

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Minimum Salary 67156

Maximum Salary 111407

Currency USD