

**Volunteer Manager**  
Boston, Massachusetts

**The Organization:**

Boston Debate League (BDL) is a non-profit organization that offers debate and argumentation programs for young people in Greater Boston, with a commitment to serving students of color and other students who have been denied these educational opportunities. We tailor our programs to address the educational inequities they experience, and strive to create anti-racist, inclusive learning communities where all participants are welcome and supported in achieving the transformative, lifelong benefits of debate.

BDL implements two core programs, each with a proven track record of success. BDL works in partnership with public schools in the Boston area to support academic debate teams in local schools and to train teachers to use debate-inspired practices as part of their classroom practice. The After-School Debate program builds debate teams open to all students who have the opportunity to develop their confidence, communication, and critical thinking skills through a competitive activity that engages young people in discussions about important real-world issues of policy and equity. The Debate-Inspired Classrooms (DI Classrooms) program uses an instructional model adopted by schools and teachers across all content areas, inspired by the elements that make debate a powerful learning experience. The DI Classrooms program trains and supports teachers to facilitate rigorous and student-centered classrooms using this approach. Through using debate-inspired instructional practices, which BDL views as an approach to anti-racist teaching and learning, teachers guide students through a progression of skills as they learn to build complete and compelling arguments using claim, evidence, and reasoning.

Results have consistently shown the positive impact of debate and debate-inspired instruction on students and classrooms. *BDL's long-term vision is that all young people in Boston are ENGAGED in critical discourse, INFORMED by evidence, and EMPOWERED to lead.* More information can be found at [www.bostondebate.org](http://www.bostondebate.org).

**The Position:**

The Volunteer Manager supports the mission of the Boston Debate League by implementing and managing a volunteer program including volunteer management, volunteer operations, and external affairs. The Volunteer Manager will be responsible for recruiting, activating, and stewarding all BDL volunteers to ensure a stellar volunteer experience and will be the primary contact for community members, businesses, and other organizations looking to participate in BDL's mission through volunteerism. In particular, the Volunteer Manager is primarily responsible for providing adequate volunteers to support the After-School Debate judging needs throughout the debate season, which amounts to about 600 volunteers per season, for up to 12 tournaments, October through March. As a member of the External Affairs team, the Volunteer Manager will also participate in and execute additional strategies including, but not limited to, events, communication campaigns, and more to recruit, engage, and retain volunteers and supporters of BDL. Both aspects of the job focus on connecting volunteer talent with BDL needs through program development, implementation, management, evaluation, and sustainability efforts.

The Volunteer Manager is a member of the External Affairs team and reports to the Director of External Affairs. The Volunteer Manager will be responsible for and engaged in the following opportunities:

### ***Volunteer Management***

- Create a volunteer experience that will educate, inspire, and recruit a diverse pool of volunteers who are representative of the BDL's core mission, vision, and values
- Produce and execute an annual engagement plan that outlines quarterly activities, communication plans, and events to support the strategic goals for the year
- Craft and execute regular communications with individuals, corporations, colleges/universities, BDL alumni, parents, and retirees to ensure there is a sufficient number of volunteers to meet the After-School Debate tournament needs per debate season
- Work with the After-School Debate Team to ensure volunteers are trained and prepared to effectively support programming goals
- Serve as main volunteer point-person at tournaments, facilitating a smooth and efficiently-run event while also creating a positive environment and experience for all volunteers
- Manage and develop leadership/long-term volunteers (15-20) to grow into "super volunteers" volunteers who can lead other volunteers
- Oversee the vision, strategy, and implementation of developing volunteer opportunities beyond tournaments

### ***Volunteer Operations***

- Update and maintain the volunteer handbook, training manuals, and additional materials to support volunteer management
- Maintain current and accurate volunteer records in the data management system in order to inform strategic decision-making
- Track the activity and outcomes of volunteer contributions and prepare reports as needed
- Track volunteer hours and use the data to create reports to show progress to goals, challenges, and trends
- Produce and analyze the results of an annual volunteer feedback survey
- Manage the volunteer relations budget responsibly, strategically, and with transparency

### ***External Affairs***

- Develop affinity partnership strategy that defines rules of engagement with BDL and successfully manage key partnerships to advance the goals of BDL
- Manage and execute in-house design work needed to refresh branded collateral and e-communications (non-apparel swag, marketing and other print materials); collaborate with external artistic vendors as necessary
- Support external events by providing ways to recruit and collect potential volunteer contact info, serve as onsite support to build relationships with potential volunteers
- Support external affairs communication and outreach efforts by creating and executing event-specific communication and social media strategies

- Ensure that the photographer at all external events where volunteers are represented photographs volunteers to allow for follow up communications and stewardship activities

### **Organization-Wide Work**

As a member of the BDL organization as a whole, the Volunteer Manager:

- Participates in staff meetings and contributes to the larger work of the organization, including strategic planning
- Engages in conversations related to the organization's values, which include Racial and Social Equity and Diversity and Inclusion, and supports the implementation of programming that ensures that these values are upheld
- Supports at a limited number of organization-wide events outside of regular work hours

### **Qualifications:**

The following qualifications are required for this position:

- Minimum of 3 years of professional experience required
- A sophisticated relationship builder, who can communicate with a wide variety of people both within and outside the organizational setting and clearly articulate the mission of the BDL by demonstrating its values, achievements, activities, and potential, and earn the respect of all the constituencies of the BDL community
- Experience recruiting and supervising volunteers (or a similar role requiring outreach for an event or initiative); enthusiasm for volunteerism
- High-energy and adaptable individual, who takes initiative, maintains a positive outlook, and can embrace change
- Strong writing skills, especially the ability to quickly compose clear and concise communications to a diverse audience
- Strong event planning and organizational skills with attention to detail for leading multiple programmatic efforts and managing tournaments throughout the year, including preparing materials, outreach, confirming participants, sending out reminders, etc.
- Strong public speaking and meeting facilitation skills for groups of varying sizes
- Ability to work with ethnically, culturally and socially diverse groups of volunteers, students, staff, board members, senior executives, and other constituencies
- Ability to work independently in a changing environment but also as part of a team with internal and external participants and stakeholders
- Demonstrated ability to anticipate and solve problems
- **Saturday availability during debate tournament season (October - March) and availability for occasional evening activities throughout the year required**

Although no one candidate will likely possess all of these qualities, the ideal candidate will also bring the following personal and professional characteristics to the position:

- Fluency in Spanish preferred
- Some knowledge of debate
- A working knowledge of Salesforce, Constant Contact, and MobileCause highly preferred
- Social media and communication planning experience, and/or some experience with design tools like Canva, Adobe, Movie Maker, etc.

**Salary & Benefits:**

The starting salary range for this position is \$50,000 - \$60,000, commensurate with experience and skills. Competitive benefits including health/dental and generous paid time off are provided.

**To Apply:**

Applications will be accepted on a rolling basis with interviews likely to begin as soon as possible. The start date for this position is mid-October. This is a year-round position.

Confidential inquiries, nominations, referrals, and resumes with a detailed cover letter outlining how skills and experience demonstrate an ability to meet the challenges and opportunities of this position, should be forwarded via email in Word or PDF format to:

Kimberly Bartlett-Ra, Director of Operations  
Kbartlett-ra@bostondebate.org

The Boston Debate League is an Equal Opportunity Employer. In support of its organizational values, the BDL actively seeks candidates of color who reflect the experiences and backgrounds of the students and teachers of BPS. For more information about the Boston Debate League, please visit <http://www.bostondebate.org>.

**Why BDL?**

The Boston Debate League is a great place to work. Our mission is inspiring and of urgent importance. Our community of staff, students, educators, volunteers, and supporters is vibrant, passionate, and engaged.

Our core values of *Power of Young People*, *Analytic Discourse*, *Diversity and Inclusion*, *Racial and Social Equity*, and *Joy in Learning* guide the work we do and enrich our staff culture. BDL employees enjoy:

- Working for a mission-driven and anti-racist organization with passionate staff and an inspiring student, coach, teacher, and volunteer community
- Competitive salaries
- Generous benefits, including three weeks paid time off (increasing to four weeks after the second year of employment) plus personal and sick days; 12 holidays, plus an additional holiday week from December 25th - January 1st; health insurance (75% employer paid); dental insurance (50% employer paid); pre-tax commuter benefits; and 3% retirement plan match
- A family-friendly and flexible work environment