

**CITY OF NEW YORK  
DEPARTMENT OF CULTURAL AFFAIRS  
THIS IS A ONE-YEAR GRANT FUNDED POSITION ONLY**

<b>OFFICE TITLE:</b> Volunteer Coordinator	<b>SALARY:</b> \$17.69 - \$21.89 Hourly rate
<b>CIVIL SERVICE TITLE:</b> Community Associate (1) position	<b>WORK LOCATION:</b> 33-00 Northern Blvd. 3 <sup>rd</sup> Floor, L.I.C New York, NY 11101
<b>TITLE CODE NO:</b> 56057	<b>WORK UNIT:</b> Materials for the Arts

**JOB DESCRIPTION**

The New York City Department of Cultural Affairs is seeking a Volunteer Coordinator for its Materials for the Arts program (MFTA). The program receives material donations from the private and public sector and makes these donations available to New York City's not-for-profit arts and cultural community, and the public schools. Materials for the Arts is a waste reduction/materials donation program that processes more than \$6 million dollars annually in goods to over 4,000 cultural organizations and arts programs at social, health and community service organizations and the NYC public schools.

Reporting to the Executive Director of Materials for the Arts, with latitude for independent initiative and judgment the Volunteer Coordinator will perform a broad scope of responsible work in any phase of the MFTA program; performs assigned tasks to provide necessary and important MFTA services, supervise subordinate personnel and acts like a team leader. Diverse responsibilities will include, but are not limited to, the following:

- Recruits, assists in training and manages volunteers for various MFTA projects that address specific program needs.
- Work closely with Executive Director in developing or enhancing program to increase efficiency/productivity/accountability within the program.
- Develop and maintain knowledge of, and good working relationship with, partners and other referring agencies and organizations.
- Promote, market the mission and vision of MFTA through a strong volunteer base.
- Participate and represent MFTA by engaging in networking, training and implementation of best practices.
- Enforce the Volunteer Policies and Procedures to ensure a structured and energetic volunteer program.
- Respond to inquiries from MFTA partners, recipients, other City offices and the general public.
- Participate with development and execution of short and long range strategic planning, objectives and new initiatives.
- Supervise volunteers and interns.

**QUALIFICATION REQUIREMENTS**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties as described above; or
2. Education and/or experience which is equivalent to "1"

**PLEASE NOTE: NYC Residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putman, Westchester, Rockland, or Orange County.**

**PREFERRED SKILLS**

The preferred candidate must have excellent interpersonal and communication skills (both verbal & written); solid organizational and computer skills; the ability to efficiently and promptly handle and prioritize multiple tasks simultaneously while meeting deadlines and changing priorities is critical. A creative problem solver with the ability to deal with a diverse constituency and work productively under pressure, both independently and as a team member is essential. Must be comfortable with managing and supervising a diverse and dynamic group of staff and volunteers. An interest in NYC's arts and education and cultural community plus an interest or general knowledge of New York City government is preferred.

**TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER INDICATING JVN# TO:**

**Email Address:** [crecruit@culture.nyc.gov](mailto:crecruit@culture.nyc.gov) (The JVN # must be the only text in the subject line. Also please include the JVN# in the upper right hand corner of your cover letter and resume. Your cover letter and resume must be attached as one MS Word document, specifically the .doc extension.)

**Mailing Address:** DCLA /Human Resources Office, 31 Chambers St., 2<sup>nd</sup> Fl., New York, NY 10007

**NOTE:** Only those candidates under consideration will be contacted. No telephone inquires please. For more information about DCLA, visit us at: [www.nyc.gov/culture](http://www.nyc.gov/culture)

**Appointments are subject to OMB approval.**

<b>DATED</b> 01/19/11	<b>POST UNTIL</b> 02/02/2011	<b>JVN</b> 126-2011-84007
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