



Volunteer and Event Coordinator **The Club for Boys | Rapid City, SD** **Full-Time**

About The Club for Boys

Founded in 1963, The Club for Boys exists to provide a safe, supportive, and inspiring place where boys can learn, grow, and thrive. Through mentorship, enrichment programs, and strong community partnerships, we help boys build confidence, character, and life skills that last far beyond our walls.

Volunteers, donors, and community supporters are essential to this work. The Volunteer and Event Coordinator plays a vital role in nurturing those relationships and creating experiences that sustain our mission and strengthen our impact.

Position Summary

The Volunteer and Event Coordinator is responsible for leading and maintaining The Club for Boys volunteer program while planning and executing major fundraising events and special projects. This role serves as a connector between the organization and the community, ensuring volunteers feel welcomed, supported, and meaningfully engaged, and that events reflect the heart, professionalism, and purpose of The Club.

This position reports to the Development Director and works closely with leadership, staff, volunteers, donors, and community partners.

Supervisory Responsibilities

- Recruits, screens, trains, assigns, and supports volunteers
 - Provides guidance, communication, and supervision to ensure positive volunteer experiences
-

Key Responsibilities

Volunteer Program Leadership

- Collaborate with the Club Director and Development Director to guide and strengthen the volunteer program
- Work across all departments to identify volunteer needs and meaningful opportunities for engagement
- Recruit volunteers using a variety of outreach methods and community connections

- Learn each volunteer's skills, interests, availability, and goals to ensure strong placement and fit
- Schedule, coordinate, and assign volunteers to appropriate roles, departments, and mentors
- Maintain regular communication with volunteers to support engagement and retention
- Manage volunteer records, applications, and program data with accuracy and care
- Develop, maintain, and publish volunteer guidelines, procedures, and best practices
- Plan and coordinate volunteer recognition and appreciation activities that reflect gratitude and respect

Events, Fundraising, and Special Projects

- Plan and implement internal and external fundraising events and special projects
- Develop event timelines, logistics, and coordination plans from concept through close-out
- Work closely with the Development Director to prepare, monitor, and evaluate event budgets
- Support sponsorship coordination and donor engagement related to events
- Coordinate vendors, contractors, volunteers, and partners as needed
- Ensure events are mission-aligned, well-organized, and financially responsible
- Identify and support new special project opportunities that advance organizational goals

Additional Responsibilities

- Perform related duties as needed to support the mission and operations of The Club for Boys
-

What We're Looking For

We are seeking someone who is organized, relational, and energized by mission-driven work. The ideal candidate values community, enjoys working with people, and takes pride in creating systems and experiences that help others succeed.

Preferred Qualifications

- Bachelor's degree in a related field preferred
 - Three to five years of experience in events, marketing, communications, or public relations
 - One to two years of experience coordinating events in a nonprofit or corporate setting
 - At least one year of experience working with volunteers
 - Strong written and verbal communication skills
 - Excellent organizational skills and attention to detail
 - Strong leadership skills with the ability to motivate and encourage others
 - Proficiency with Microsoft Office or related software
 - Valid driver's license
-

Physical and Work Requirements

- Prolonged periods of sitting and working at a computer
- Ability to lift up to 15 pounds occasionally
- Full-time position

- Salaried, exempt after first year
 - Some evenings and weekends required for events
-

Compensation and Benefits

- Starting salary: \$40,000
 - Health and dental insurance
 - Retirement plan
 - Paid vacation and holidays
-

How to Apply

Please email your resume and a brief cover letter to **joshm@theclubforboys.org**.

Position open until filled.