



**Job Title:** Outreach Manager

**Job Type:** Full-Time

**Reports To:** Assistant Director of Program

**Job Summary:**

The Outreach Manager will lead and expand RVC's outreach initiatives, connecting the club with local schools, community centers, and youth organizations. This role is ideal for someone passionate about sports, youth development, and community engagement. The Outreach Manager will develop programs that introduce volleyball, promote participation, and support the club's mission.

**Key Responsibilities:**

- Serve as the primary liaison between RVC and schools, community organizations, and local partners.
- Plan, coordinate, and implement outreach programs, clinics, and events.
- Recruit, train, and support volunteer coaches and staff for outreach initiatives.
- Monitor program effectiveness and maintain records, including attendance, participant feedback, and impact metrics.
- Promote RVC's mission and programs through presentations, social media, and community events.
- Oversee administration of the Robison Fund financial assistance program, including budget management, allocation of funds, and award decisions; track and report on volunteer hours and family requirements to ensure compliance and program accountability.
- Assist in fundraising and grant opportunities to support outreach efforts.
- Ensure compliance with safety policies and create a welcoming, inclusive environment for all participants.
- Monitors procedures and processes for opportunities to improve efficiency.
- Responds to staff, members, and customers in a friendly, professional, and courteous manner.
- Provides direct or indirect support to the organization's financial condition by providing support to revenue-producing programs and projects.
- Assist other programs as needed or when appropriate to create the transition between outreach and the RVC programs to develop athletes
- Other duties as assigned



**Qualifications:**

- Passion for youth development, sports, and community engagement.
- Experience in program coordination, volunteer management, or nonprofit operations.
- Strong communication, organizational, and interpersonal skills.
- Ability to work flexible hours, including evenings and weekends, for events and programs.
- Knowledge of volleyball is a plus but not required.
- Driver's License

**Work Environment & Physical Requirements:**

- Ability to work indoors and outdoors, depending on the program.
- Frequent standing, walking, bending, and lifting of sports equipment (up to 30 lbs).
- Interaction with diverse age groups, including children, teens, and adults.

**Salary:** \$52,000-\$58,000 annually

**Benefits:**

- Health insurance
- Dental insurance
- Life insurance
- 401(k) matching after 1 year in the company
- Paid vacation leave

If you are interested in this position, please email [mpaturel@rvc.net](mailto:mpaturel@rvc.net) with your resume.

