



## Job Description

**Job Title:** SALSA Specialist  
**Responsible to:** Volunteer Connections Manager  
**Responsibilities:** The SALSA Specialist is responsible for the programming and operations of SALSA (Serve And Learn Student Association).

### **Provide programming and operations for the SALSA Program.**

1. Plan agendas, arrange speakers, recruit projects and facilitate all Serve and Learn Student Association (SALSA) meetings at all participating schools.
2. Provide regular communication with the SALSA Members and parents regarding upcoming volunteer opportunities.
3. Oversee Youth Action Council (YAC) student leadership team including selecting members, facilitating meetings, and summer planning.
4. Facilitate all SALSA volunteer events and group activities.
5. Maintain regular communication with the teacher and principal contacts at the schools served.
6. Maintain a comprehensive and accurate database to record and validate youth volunteer hours, and provide hours to students upon individualized requests.
7. Plan and execute an annual recognition luncheon for students-

### **Lead the development and strategic planning of the SALSA Program.**

1. In coordination with the Volunteer Connections Manager, develop strategic planning for the SALSA program-
2. Develop an annual recruitment and marketing plan to increase student participation in SALSA.
3. Develop and maintain excellent relationships with area nonprofits and help connect students with opportunities.

### **Support Volunteer Connections programming for Sioux Empire and Black Hills**

1. Assist with maintaining comprehensive database of volunteer opportunities.
2. Assist with recruitment of agencies and volunteer opportunities to include in the database.
3. Assist with marketing of the Volunteer Connections programs, including newsletters, public speaking, and training. Serve as a clearinghouse for volunteer referrals.
4. Submit required reports, communications, and documents as requested.

### **Professionalism**

1. Support and carry out the mission of the agency.
2. Follow agency policies, including personnel and programmatic.

3. Participate in the agency and demonstrate team participation and a workplace philosophy that enriches the staff's ability to reach goals and provide a high level of customer service.
4. Develop professional and personal growth through opportunities and involvement.

**Additional Duties**

1. At times staff will be required to perform additional duties beyond those specified.

**Qualifications:** Bachelor's degree. Experience working with youth preferred. Experience with social service agencies/community services/volunteer organizations desired. Demonstrated skills in written and verbal communication along with excellent interpersonal skills. Excellent initiative, organizational skills, flexibility and desire to assist people. Ability to supervise staff and volunteers. Computer literate. Offers of employment contingent upon an acceptable criminal background check.

**Hours:** Non-Exempt FT, 8 a.m. to 5 p.m. Monday - Friday, some weekends and evenings required.

Updated: 11/01/2024

Employee Signature

Date

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Supervisor Signature

Date

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