



Title: School & Community Outreach Coordinator--Contract Position

Status: Part-time, \$25/hour

Hours: 12-15 hours/month

OVERVIEW OF RESPONSIBILITIES:

The School & Community Outreach Coordinator works with the Executive Director and the Program Coordinator to plan and execute Kids Give Back (KGB) programs.

ABOUT KIDS GIVE BACK

[Kids Give Back](#) is a nonprofit organization in Northern Virginia that connects children ages 6-12 with volunteer opportunities. Through Summer Volunteer Camp, Kids Volunteer Days, Family Volunteer Days, special events, and more, the organization inspires the next generation of volunteer leaders while meeting community needs.

Since its founding by a local parent in 2019, Kids Give Back has:

- Invested \$46,000 in the community through 12,000 in-kind donations prepared by children
- Engaged 2,700 individuals as young as three-year-old in volunteer service
- Supported 70+ nonprofit organization by donating items that help them meet their operational goals
- Involved students from more than 55 local schools (private and public) in its programs

ABOUT THE POSITION

Kids Give Back (KGB) is receiving ongoing requests from private, public and homeschool organizations to offer volunteer service projects for their students. The School & Community Outreach Coordinator will help us establish and grow this aspect of our organization and identify new ways for us to be present at events throughout Fairfax County. This is the perfect opportunity for a stay-at-home parent looking to reenter the workforce or another individual who enjoys working with young children.

Detailed tasks include:

- Establish and expand upon relationships with schools to introduce KGB and develop volunteer programs for their students.
- Establish and expand upon relationships with private organizations, such as country clubs, dance schools, restaurants, children's activity centers (such as Romp N' Roll), and others that attract families to not only introduce KGB, but to plan and implement a volunteer service event.



- Plan volunteer service projects, in partnership with KGB's Program Coordinator, including identifying needs in the community, creating a project, purchasing supplies, and leading children through volunteer service project.
- Attend meetings with volunteer committees, as needed.
- Attend programs and events, as needed throughout either to represent KGB or to assist with program implementation.
- Assist the program coordinator with KGB program planning and implementation as needed.

Note: *We have a commitment to bring 18 service-learning sessions to a homeschool organization in Alexandria, VA, starting September 2. This is twice-monthly, from 10:45-11:45 am. The individual we hire must be able to plan and implement these sessions.*

Qualifications:

- Interest in working for a small and growing nonprofit
- Dedication to volunteerism and making our community a better place
- Interest in working with elementary school children
- Ability to meet and interact with diverse individuals on all levels
- High-degree of organizational skills
- Ability to use Word, Excel, PowerPoint, as needed
- Ability to manage budgets

APPLICATION PROCESS

Applications are being accepted between July 11 and August 22, 2025. [Please submit your application here.](#)

QUESTIONS?

Contact Denise Gavilan, Executive Director, denise@kidsgiveback.org, 703-447-9370