



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212
Telephone 313-800-5233

Volunteer/City Improvement Grants Coordinator – Part-Time

An Equal Opportunity Employer

Job Description Summary:

The Volunteer/City Improvement Grants Coordinator will oversee and steward community improvement programs to promote litter prevention, beautification, and education. The ideal candidate will be one with strong initiative, excellent communication and coordination skills to encourage participation in community workdays and the reduction of residential and commercial litter. The selected candidate will work to ensure a successful program to implement volunteer projects, programs and events. This position will report to the City Manager.

Essential Job Duties:

- Coordinate, promote and participate in daily clean-up activities
- Manage the day-to-day operations of the litter reduction effort.
- Develop relationships with city residents, business owners, commissions and existing volunteer litter removal groups to continue litter removal programs and increase beautification of the City.
- Assist in designing and conducting training for volunteer projects and programs.
- Majority of the time in this position will be spent in the community. It is the expectation that the incumbent in this position will model the work that is expected from volunteers.
- Maintain computer records and database of volunteers, programs and events.
- Work with staff and commissions on anti-littering and beautifications grants and programs.
- Other duties may be required and assigned.
- Must have valid driver license

Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills
- Experience coordinating volunteer members and activities preferable.
- Demonstrated successful grant writing experience.
- Basic skills in Microsoft Office (including: Word, Outlook, & Excel).

Education and Experience:

- Associates Degree in a related field required.
- Minimum one year related previous experience preferred.

Hourly pay rate: \$15.00/hour

Hours: Flexible schedule with hours not to exceed 29 hours per week Monday – Thursday. Must be available and willing to work evenings and weekends, as needed.

Application Process: Download application at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx> . Return completed application and resume by email to hr@hamtramckcity.com. Position open until filled.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.