



Hands on DC Co-Director Job Description

Hands on DC is an all-volunteer, non-profit corporation that organizes events throughout the year, including an annual spring Work-a-thon in the DC public schools and raises money to send DC public school students to college. Each year, two Co-Directors are chosen by the Hands on DC Board of Directors to serve jointly as chief executive officers for a one-year term. They are simultaneously appointed to the Board of Directors for three-year terms.

The Co-Directors have complete oversight of, and responsibility for the organization and all events including the annual Work-a-thon. This includes but is not limited to:

- Structuring and choosing members of an Executive Committee to manage tasks related to all events.
- Recruiting and managing a larger Organizing Committee to run all events, including the planning of regular meetings to conduct business.
- Proposing an annual budget to the Board of Directors.
- Overseeing, through the executive and organizing committees, all day-to-day operations related to planning for the events, such as:
 - Raising funds to finance events and college scholarships;
 - Working with DCPS to identify and select schools to participate in the events;
 - Working with schools to identify projects and community organizations to participate in the events;
 - Recruiting teams of volunteers for event days;
 - Arranging for all necessary supplies;
 - Publicizing the organization and events with local media, individuals, and groups;
 - Promoting the mission of Hands on DC;
 - Handling all logistics related to moving supplies and volunteers to complete projects on event days;
- Developing leadership among Hands on DC volunteers.
- Maintaining the fiscal health of the organization including assisting with gathering information, as needed, for the annual audit and working with the treasurer on bill payment and adherence to allocated budget.
- Completing an annual report, including evaluations of current year operations.
- Obtaining the mail on a regular basis.
- Participating in governance issues as a member of the Board of Directors

Responsibilities do *not* include managing audits, insurance, and payment of bills, all of which are managed by the Board of Directors. The Board of Directors also assists with long-term relations with donors and other organizations (DC Cares, College Bound, etc.).

Co-Directors are selected before the end of August of each year and serve one-year terms from September 1 to August 31. Co-Directors report to the Hands on DC Board of Directors.