



Job Description

Job Title: Volunteer Services Coordinator

Status: Exempt

Reports To: Education and Outreach Manager

Location: Richland, with travel to other service areas as needed

Schedule: Monday-Friday 9a-5p

Salary Range: 35,000

Qualifications:

Bachelor's degree in business administration, public relations, human services or related field with at least two years' experience working in an area related to sexual abuse/assault and/or interpersonal violence or volunteer management. Strong organizational skills, punctuality, professionalism, written and oral communication skills, and computer skills required.

General Summary of Duties:

Ensure the ongoing recruitment, training, coordination, and retention of agency volunteers, especially volunteer advocates. Effectively market volunteer programs to diverse communities and continually improve program quality.

Job Expectations:

Volunteer Recruitment and Training

- Recruit, screen, and train a diverse group of hospital/hotline advocates, office volunteers, and community volunteers in conjunction and compliance with policies and standards
- Develop unique strategies to reach community members in assigned counties
- Promote the volunteer program to continue growing community support of the volunteer program and the organization
- Administer and review policies and procedures related to volunteer programs and research and implement ideas for improvement
- Plan continuing education events and annual appreciation event for volunteers

Administration

- Prepare monthly reports, quarterly reports, and annual progress reports
- Ensure grant objectives are met and documented
- Manage volunteer records
- Manage the volunteer advocate on call schedule

Crisis Support

- Provide crisis intervention to survivors of sexual assault and abuse through the crisis line and hospital accompaniment

Leadership:

- Provide leadership related to volunteer services within assigned counties and support as needed amongst all five counties

- Provide advocacy support and training within the agency and throughout the community
- Work efficiently as a member of the Education & Outreach team according to agency's mission, vision, and values
- Complete other duties as assigned

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date