



Stand Up Placer, Inc. – Job Description

Position:	Volunteer Coordinator
Reports To:	Chief Operations Officer/Associate Director, pending further notice
Location:	Roseville Service Office/Auburn Service Office
Job Status:	Non-Exempt 17.00/Hourly

ABOUT STAND UP PLACER

Stand Up Placer provides comprehensive services to Placer County survivors of human trafficking, domestic and sexual violence, and their families. Our mission is: Saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault, and human trafficking.

POSITION SUMMARY

Volunteer Coordinator will work to develop a comprehensive volunteer program including, recruitment, recognition, retention, training, and scheduling of volunteers. Volunteer Coordinator will work closely with program coordinators and managers to ensure volunteers understand, facilitate, and communicate agency vision and services in all areas including the safe house environment.

ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

- Communicate the vision of the agency
- Plan and implement two short track and two long track Crisis Intervention training sessions per fiscal year
- Maintain current matrix of organization-wide volunteer needs including safe house, service offices, human trafficking and sexual assault response teams, housing program, outreach, and other services as needed
- Generate summary reports of each event, group, and/or volunteer training
- Conduct evening/weekend activities as appropriate
- Participate in team meetings and staff meetings.
- Oversee the maintenance of volunteer personnel records and volunteer personnel manual
- Responsible for recruitment, retention, and recognition of volunteers
- Ability to identify and match each volunteer's skill set and passion to specific volunteer opportunities
- Ability to understand the volunteers, what motivates them, and how to get the best from them
- Ability to manage volunteer database, capture all volunteer data and hours, and

generate appropriate reports for program and fiscal use

- Ability to maintain good working relationship with volunteers using multiple communication channels, telephone, email, US mail, one-on-one
- Ability to organize and lead volunteer group meetings, four times per year
- Interested in learning and adapting best practices for managing and mentoring volunteers
- Ability to develop volunteer's capabilities and opportunities within the agency
- Coordinate volunteer placement
- Other duties as assigned

QUALIFICATIONS

- Track record of success in recruiting, recognizing, and retaining volunteers
- Desire to help people and organization meet their volunteer goals
- Ensure volunteer files meet state regulations
- Record or document all statistical data as needed
- Ability to plan and organize multiple responsibilities
- Experience presenting to diverse groups
- Effective verbal and written communication skills
- A combination of coursework with 3 to 5 years prior work experience in social services field
- Reliable transportation, valid California driver's license and proof of insurance
- Completion of Crisis Intervention training, post-employment

ESSENTIAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

DISCLAIMER STATEMENT

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

COMPENSATION AND BENEFITS

Compensation is commensurate with experience. Benefits include dental, vision and health insurance with flexible spending account; 10 paid vacation days in first year, increasing after year three; 12 holidays, and 12 sick days. 401k with employer 3% matching contribution. Life insurance and AD&D.

TO APPLY

Applications will be accepted until this position is filled. Qualified applicants should send

resume, cover letter and professional references to Marianne Nodes, at marianne@standupplacer.org with Development Manager in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at www.standupplacer.org

Acknowledgement

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

Employee Signature

Date

Supervisor's Signature

Date

