



Stand Up Placer, Inc. – Job Description

Position: Volunteer Coordinator
Reports To: Operations Manager
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 domestic violence, sexual assault, and human trafficking 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, supervisors, 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:

- Responsible for recruitment, training, placement, retention, and recognition of volunteers
- Plan and facilitate Crisis Intervention training for at least 4 cohorts annually
- Maintain current matrix of organization-wide volunteer needs at multiple facilities and in multiple job capacities
- Maintain all volunteer personnel records, including applications, Crisis Intervention training agendas and certificates, monthly functional timesheets/single day timesheets (as applicable), and continuing education documentation.
- Manage volunteer database, capture all volunteer data and hours and generate appropriate reports for program and fiscal use
- Generate summary reports for each event, group, and/or volunteer training
- Conduct evening/weekend activities as appropriate

- Participate in team meetings and staff meetings.
- Provide back up with clients and on-call schedule as needed
- Match each volunteer's skill set and interests to specific volunteer opportunities
- Maintain good working relationship with volunteers using multiple communication channels including telephone, email, US mail, newsletters, one-on-one
- Organize and lead monthly volunteer group meetings
- Learn and adapt volunteer management and mentorship best practices
- Develop volunteers' capabilities and opportunities within the agency
- 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
- Ability to understand and motivate volunteers to achieve their personal goals
- Ability to understand regulations and ensure volunteer files meet state regulations and requirements
- Ability to plan and organize multiple responsibilities
- Experience presenting to diverse groups
- Effective verbal and written communication skills
- Intermediate knowledge of Microsoft Office suite, willingness to learn other software as needed
- A combination of coursework with 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 life, vision, dental and health insurance with Flexible Spending Account, paid vacation, holidays, and a 3% 401K match.

TO APPLY

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to Careers@standupplacer.org with Volunteer Coordinator 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