

**Center Against Sexual & Family Violence (CASFV)
Job Description**

Title: Volunteer Service Coordinator

Supervisor: Associate Director of Community Relations

Status: Non-Exempt, Hourly - Full-Time

Scope of Duties:

The Volunteer Services Coordinator will be responsible for the development, growth, and day-to-day management of the CASFV Volunteer Program. S/He will assist with coordinating the recruitment of volunteers and supporting and facilitating participation and involvement in CASFV's community-based activities, programs, and events. Other duties will be performed as assigned. Evening and weekend work will occasionally be required.

Essential Goals and Objectives:

1. Responsible for recruitment, training, retention, and recognition of community-based volunteers and interns. As well as the development, support, facilitation, and management of appropriate volunteer opportunities and internships
2. Match volunteer interests, talents, and availability for mutually beneficial volunteer service projects and initiatives
3. Build and maintain partnerships with educational institutions to develop internship opportunities
4. Communicate effectively with volunteers and CASFV staff regarding opportunities and initiatives
5. Oversee the development and implementation of CASFV's OAG and NACP certified Victim Advocacy Training
6. Coordination of service projects and donation drives with community partners by working with CASFV staff to identify opportunities and agency needs
7. Maintain up-to-date volunteer data, contact information, and volunteer records, including general data collection, statistical reports, monthly reports, etc. to determine the value of services
8. Aid in the planning, development, and implementation of aggressive outreach campaigns via networking, volunteer opportunity notification, web, email, and social networking tools
9. Contribute to the active and ongoing promotion of CASFV Volunteer Program to schools, PTAs, health fairs, community organizations, and the public.
10. Assure the program adheres to Health and Human Services Guidelines, Equal Opportunity, Child protection policies, and anti-discriminatory practices
11. Assist with community presentations as necessary
12. Work occasional evenings and weekends to facilitate events, manage volunteers and meet deadlines
13. Provide hospital accompaniment for survivors of sexual assault. On-call assignments for hospital accompaniment often include weekend and/or night visits. This position will be placed on-call roster for a minimum of four six-hour shifts monthly.
14. Other duties as assigned

Knowledge, Abilities, and Skills:

1. Understands the breadth of creative opportunities in volunteer program development
2. Enjoys the ongoing challenge of incorporating and implementing fresh ideas and projects with a vision toward building a strong community-wide volunteer organization
3. Exceptional interpersonal, written, and oral communication skills
4. Ability to relate well to people of all ages from all walks of life
5. Ability to plan, prioritize, and organize own workload and work to deadline
6. Ability to work independently and as part of a team
7. Effective public speaker
8. Effective coalition and team builder with a positive, warm, friendly caring approach
9. Must have own transportation, valid Texas driver's license, and current insurance

Minimum qualifications:

Training and experience: A minimum of 30 college hours with experience in domestic violence programs, training facilitation, and computer proficiency in Microsoft applications (i.e. Word, Excel); Must have good oral and written communications skills; Bilingual English/Spanish. Must have own transportation, valid Texas driver's license, and current insurance.

This job description should not be construed to imply that these requirements are the only job's duties, responsibilities, and qualifications. Incumbents may be required to follow any additional instructions, acquire related job skills, and perform related work.

I have read and understood the Volunteer Service Coordinator job description and can perform the functions described.

Signature: _____ Date: _____