

## **Center for Child Protection Job Description**

**Job Title: Volunteer Coordinator**

**Supervisor: Director Of Program Services**

**Job Summary:** The Volunteer Coordinator is responsible for the recruitment, training, recognition, and retention of volunteers for direct service, events, marketing, data, and administration.

**Minimum Qualifications:**

- Bachelor's degree in behavioral science
- 2-3 years' experience in volunteer recruitment and supervision
- Ability to work with volunteers and community supporters
- Experience in social work/criminal justice system preferred
- Knowledge of volunteer outreach organizations in the community
- Ability to work with diverse groups in stressful settings
- Ability to work with a multi-disciplinary team
- Ability to communicate effectively and professionally, especially in challenging and complex environments
- Ability to problem solve and think creatively
- Bilingual English/Spanish preferred

**Job Tasks:**

1. Recruits, supervises, and retains volunteers
2. Maintains volunteer application and performs screening process and background checks
3. Trains, schedules, and coordinates volunteers for various organizational needs, including direct service and special events
4. Develops and facilitates volunteer orientation and training
5. Conducts volunteer pre-training and post-training interviews
6. Collaborates with Events and Corporate Volunteer Associate on Volunteer engagement activities such as special projects, Kid's closet needs, fundraising events, tours, etc
7. Develops and maintains relationships with universities and intern programs
8. Maintains volunteer files and inputs volunteer information into database

9. Develops and maintains statistical reporting of volunteer activities and hours
10. Conducts annual volunteer program evaluation
11. Nominates volunteers for award and recognition
12. Coordinates annual volunteer appreciation event
13. Maintains a comprehensive knowledge of the mission, core values and vision of the organization and the children's advocacy model
14. Represents the organization and speaks at community events, as requested
15. Participates in weekends and after-hours events and projects as needed
16. Provides program coverage for forensic, therapy and medical appointments, as needed
17. Attends monthly staff meetings and other community meetings as assigned
18. Attends weekly supervision with Director of Program Services to review program progress and upcoming objectives
19. Performs other duties as assigned

**FLSA:**

Exempt

**Physical Requirements:**

Reaching	Occasionally
Handling	Occasionally
Talking	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

**Strength:**

Light Work - Lifts up to 20 pounds occasionally

**Environmental Conditions:**

Noise: Moderate

**Work Situations:**

Direct/Control/Plan  
Influencing People  
Dealing with people  
Making Judgments/Decisions

**Equal Opportunity Employer**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.

CACTX designates Children Advocacy Centers as an essential employer.