

Volunteer Coordinator

Peace House is a charitable organization dedicated to ending family violence and abuse, including sexual assault and abuse, in the community through education, outreach, support services and shelter. To fulfill our mission, Peace House offers specific services to all of our clients, including Case Management, Therapy, Advocacy and Crisis Intervention. Peace House is located in Park City, UT. Peace House is an equal opportunity employer.

Classification Part-Time

Salary: \$15.50-18.00 hourly

Reports to

Director of Development and Marketing

JOB DESCRIPTION

Summary/Objective

To fulfill our mission, Peace House operates a robust Volunteer Program that supports our administration, community programs, and client services programs. The Volunteer Coordinator is responsible for developing, implementing, and maintaining a successful volunteer program and for supervising all volunteers working within Peace House.

Essential Functions

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Volunteer Supervision

- Recruit, screen, select and evaluate volunteers.
- All volunteer paperwork including application, background check, and tracking in database.
- Respond to all incoming volunteer inquiries on a timely basis.
- Conduct all initial screening interviews.
- Conduct and track all volunteer trainings with appropriate departments.
- Develop volunteer teams for assignments such as shelter and/or outreach program support, food/household drives, child care, donation of professional services, education/community awareness programs, administrative support, and fundraising events.
- Supervise volunteers in their respective positions.
- Conduct volunteer reviews/evaluations and monitor/evaluate job performance on a regular basis.
- Ensure volunteers maintain client confidentiality at all times.

2. Contract Compliance/Grants Administration

- Ensure that all volunteer services and files comply with Peace House, State, DCFS and NASW ethics; review compliance on an on-going basis.
- Review service outcomes, measurement methods, data gathering and reporting, program evaluations, and report preparation.
- Ensure monthly volunteer reporting is submitted on timely basis in databases.
- Participate in grant writing process for grants pertaining to funding for the volunteer program as needed.

3. Volunteer Program Management

- Responsible for developing, reviewing, maintaining, and communicating all volunteer program policies and procedures; oversee on-going volunteer program enhancement; create program teams as necessary to fulfill program goals.
 - Evaluate all aspects of volunteer program and take initiative to revise/enhance as needed/appropriate.
 - Provide regularly-scheduled status reports to the Executive Director, Director of Development and Marketing and/or the Program Director, as directed.
 - Provide volunteer program updates to the Board of Directors, as requested by Executive Director.
4. Financial Management
 - Assist the Director of Development and Marketing with developing a budget for volunteer services.
 - Oversee the tracking of expenses associated with specific grants, contracts, or other funding related to the Volunteer Program.
 5. Professional Development
 - Attend training sessions for professional development.
 - Update and maintain a job procedure manual for this position.
 - Develop and maintain job descriptions for all program volunteers.
 6. Participation in Management Team
 - Serve as Volunteer Program representative for Peace House Management Team meetings; provide input for strategic planning, program development/enhancement, problem-solving, decision-making, task assignment/clarification, program coordination, and trouble-shooting.
 - Collaborate with/provide timely updates to other managers, as necessary, to ensure all Peace House service programs are aligned appropriately to support the needs of the organization.

Competencies:

1. Composure
2. Motivating Others
3. Integrity and Trust
4. Planning
5. Time Management
6. Written Communications
7. Ethics and Values
8. Problem Solving
9. Managing vision and purpose

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position requires occasional lifting of 10-25 lbs.

Position Type/Expected Hours of Work

25 Hours per week

Required Education and Experience

1. High School Diploma with a Bachelor's degree in Human Services, Social Work, or related field preferred.
2. At least 2 years of related experience in volunteer management or leading teams.
3. Knowledge of management principles and evaluation techniques related to programs that involve a cadre of volunteers.
4. Ability to work cooperatively and collaboratively with staff, peers, management teams, supervisors, governing board, and community partners.

Additional Eligibility Qualifications

1. Strong organizational skills, well disciplined, able to work under pressure of many priorities, previous work or volunteer experience in the nonprofit sector.

Work Authorization/Security Clearance (if applicable)

Ability to pass background check

Location: Park City

How to Apply: Applicants should email a cover letter and resume to melissapeacehouse@gmail.com with Volunteer Coordinator and (your name) in the subject line

Closing Date: Open until filled.