

**A WOMAN'S PLACE (AWP)
Position Description**

TITLE: Volunteer Manager

DEPARTMENT: Education & Outreach

EMPLOYMENT STATUS: Full-time

WAGE & HOUR STATUS: Exempt

SALARY RANGE:

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

PURPOSE OF POSITION: AWP's Volunteer Manager is primarily responsible for helping AWP to achieve its mission by designing, implementing, and managing a comprehensive volunteer program that includes, but is not limited to, recruitment, training, information management, and recognition of all volunteers supporting AWP. The Volunteer Manager works closely with all members of the Education & Outreach team and AWP's leadership to ensure a positive, mission-oriented tone for all volunteers. Additionally, this position will support the work of Education & Outreach in schools, systems, and the community at large.

REPORTING RELATIONSHIPS: Report to the Director of Education & Outreach

OTHER RELATIONSHIPS: Volunteers, Community Educators/AWP staff, community members, community organizations/agencies, school administrators, teachers, students, parents, health care staff

ESSENTIAL FUNCTIONS:

1. Recruit, train, manage, mentor, recognize, and retain AWP volunteers.
2. Oversee and manage the delivery of all volunteer trainings.

3. Maintain current and accurate records for all volunteers including contact and biographical information, required background checks, date training completed, positions filled, and time sheets.
4. Maintain open and regular communication with AWP volunteers and staff.
5. Manage day-of-service events.
6. Identify and recruit for open volunteer positions across the organization.
7. Recommend and contribute volunteer-focused content for AWP's communication vehicles, including website, Facebook, Twitter, etc.
8. Coordinate annual volunteer appreciation event, in addition to ongoing volunteer appreciation activities.
9. Develop, manage, and recommend an annual budget for the volunteer program, providing regular income and expense reporting.
10. Identify and report on meaningful measurements of the community benefit of AWP's volunteer program.

OTHER RESPONSIBILITIES:

1. Support efforts of Education & Outreach as needed by presenting organizationally-approved dating and domestic violence programs in Bucks County schools, health care facilities, and other community locations.
2. Participate in public events, speaking engagements, exhibits, workshops, promotions, and conferences to increase awareness of domestic and dating violence, and to promote access to services by expanding the visibility and impact of A Woman's Place in the greater community.
3. Prepare for and provide follow-up to presentations, including picking up and returning needed materials and/or equipment.
4. Participate in staff development activities as directed and approved by the Director of Education & Outreach.
5. Participate in necessary day-to-day activities required for optimal department operations as determined by the Director of Education & Outreach.
6. Represent A Woman's Place in the community.
7. Participate in A Woman's Place events.

CRITERIA/REQUIREMENTS:

1. Commitment to AWP's Values, Vision, and Mission statements; self-motivation; self-discipline; and excellence.
2. Adherence to the Personnel Policies of AWP.
3. Successful completion of Domestic Violence Direct Service Training course and continuing education requirements as outlined in AWP's Personnel Policies.
4. Positive representation of AWP in the community.
5. Ability to work with diverse populations.
6. Excellent written and oral communication skills.
7. Public speaking and training experience essential.
8. Comfort using technology to work remotely and to facilitate presentations.
9. Reliable transportation.

EDUCATION:

1. Bachelor's degree preferred.
2. Two years of related work or life experience.

CHARACTERISTICS:

1. Able to motivate others.

2. Self-motivated and able to work independently.
3. Cooperative and open-minded.
4. Value collaboration.
5. Creative and willing to take initiative.
6. Maintain high standards for all work.
7. Reliable and personally responsible.
8. Resourceful.
9. Flexible.
10. Extremely organized.

CRITERIA/REQUIREMENTS:

1. Treats all people with respect, values diverse populations, and cultures.
2. Anticipates problems and seeks resolutions.
3. Ability to prioritize tasks and requests and work in a confidential setting.
4. Willingness to work varied hours including some weekends and evenings.
5. Data entry skills.
6. Microsoft Office-proficient.

ASSIGNMENT AND APPROVAL OF WORK:

The Volunteer Manager is directly supervised by the Director of Education & Outreach and receives assignments and directions from that person.

FINANCIAL RESPONSIBILITY:

1. Prior approval from the Director of Education & Outreach for any programmatic expenses.
2. Accurate and timely reporting of any expense reports.

DATA REPORTING:

1. Daily, accurate reporting of all data into all necessary databases.

LICENSE/CERTIFICATIONS:

1. 33/34 clearance
2. Valid Pennsylvania Driver's License
3. Valid vehicle registration and insurance

PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS:

1. Operation of office equipment.
2. Lifting up to 35 lbs.
3. Occasional travel.
4. Exposure to cleaning supplies, office chemicals, and insecticides.
5. Demonstrated degree of initiative and creativity.
6. Must be flexible and have the ability to multi-task.

This is not an employment contract. A Woman's Place reserves the right to change duties and responsibilities as needed.

EMPLOYEE SIGNATURE

DATE