

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

TITLE: Volunteer Coordinator

DEPARTMENT: Education & Outreach

EMPLOYMENT STATUS: Part-time

WAGE & HOUR STATUS: 20-25 hrs/wk

PURPOSE OF POSITION: AWP's Volunteer Coordinator 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 Coordinator works closely with members of the Advancement Team, the Education Team, and AWP's leadership to ensure a positive, mission-oriented tone for all volunteers.

REPORTING RELATIONSHIPS: Report to the Director of Education & Outreach

OTHER RELATIONSHIPS: Volunteers, AWP staff, community members, community organizations/agencies, donors to AWP

ESSENTIAL FUNCTIONS:

1. Recruit, train, manage, mentor, recognize, and retain AWP volunteers.
2. Oversee and manage the delivery of initial volunteer trainings/orientations for adults and teens.
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 candidates for open volunteer positions across the organization.
7. Recommend and contribute volunteer-focused content for AWP's communication vehicles, including website, social media accounts, etc.
8. Coordinate annual volunteer appreciation event, in addition to ongoing volunteer appreciation activities.
9. Identify and report on meaningful measurements of the community benefit of AWP's volunteer program.

OTHER RESPONSIBILITIES:

1. Participate in public events, speaking engagements, exhibits, workshops, promotions, as assigned, to increase awareness of domestic and dating violence, and to promote access to services by expanding the visibility and impact of AWP in the greater community.
2. Participate in necessary day-to-day activities required for optimal department operations as determined by the Director of Education.
3. Complete training requirements and professional development as determined by the Director of Advancement.
4. Represent AWP in the community.
5. Participate in AWP 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. 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 Coordinator is directly supervised by the Director of Education and receives assignments and directions from that person.

FINANCIAL RESPONSIBILITY:

N/A

DATA REPORTING:

1. Daily, accurate reporting of all data into all necessary databases.
2. Monthly review and accurate aggregated data for funders must be prepared timely.

LICENSE/CERTIFICATIONS:

1. 3/34 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.

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.

INCLUSION STATEMENT

A Woman's Place recognizes that anyone can experience domestic violence regardless of race, ethnicity, socioeconomics, gender, sexual orientation, ability, age, etc. Services, programs, and resources provided by AWP are available to people of any background and identity. AWP recognizes that domestic violence occurs in a societal and systemic context. As a community-based social change organization, AWP is committed to:

- Fostering societal change as a primary means of ending domestic violence
- Providing trauma informed, survivor-centered advocacy
- Rejecting attitudes, social norms and policies that reinforce oppression, powerlessness, and victimization

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

EMPLOYEE SIGNATURE

DATE