

A WOMAN'S PLACE (AWP) Position Description

Title: Training & Volunteer Coordinator

Department: Education & Outreach

Employment Status: Part-time

Wage Status: Non-Exempt

Purpose of the 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, mobilizing, 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.

Essential Functions and Responsibilities:

1. Recruit, train, manage, mentor, recognize, mobilize, and retain AWP volunteers.
2. Support effective & efficient procedures, tools and strategies for the recruitment, training, management, mentorship, recognition, mobilization, and retention of AWP volunteers.
3. Oversee and manage the volunteer application, training and onboarding process, including CORE training, Teen training, and Direct Service Training.
4. Maintain current and accurate records for all volunteers and trainees.
5. Identify and recruit candidates for open volunteer positions across the organization.
6. Recommend and contribute volunteer-focused content for AWP's communication vehicles, including website, social media accounts, newsletter, etc.
7. Coordinate annual volunteer appreciation event, in addition to ongoing volunteer appreciation activities.
8. Maintain up-to-date and accurate data collection and impact reports on AWP volunteerism.
9. Identify, coordinate, and manage community engagement opportunities and tabling events for volunteers.
10. 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.
11. Participate in necessary day-to-day activities required for optimal department operations as determined by the Director of Education.
12. Represent AWP in the community.
13. Participate in AWP events and required meetings.
14. Training in and Adhesion to PCADV, PCCD and other regulations as needed

CRITERIA/REQUIREMENTS:

1. Commitment to AWP's Values, Vision, Inclusion, and Mission statements.
2. Adherence to the Personnel Policies of AWP.
3. Successful completion of JARS Direct Service Training, and continuing education requirements as outlined in AWP's Personnel Policies.
4. Ability to work with diverse populations.
5. Excellent written and oral communication skills.
6. Reliable transportation.

7. Familiar with Microsoft 365
8. Ability to work varied hours including some weekend and evenings.

Education/Experience:

1. Two years of related work or life experience.

License/Certification:

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. Occasional travel.
3. Exposure to cleaning supplies, office chemicals, and insecticides.
4. Demonstrated degree of initiative and creativity.

Vision Statement

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

Mission Statement

A Woman's Place is committed to ending domestic and intimate partner violence by empowering survivors, fostering community awareness, and promoting systemic change.

Values Statement

To accomplish our vision of a society where all individuals are safe and can thrive, 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.

Statement of Inclusion

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