



## Job Description

<b>Title:</b>	Volunteer Coordinator
<b>Program:</b>	Volunteer & Outreach Program
<b>Hours:</b>	26 hours per week, including occasional weekend or evening hours
<b>Supervisor:</b>	Executive Director
<b>Compensation:</b>	The starting wage for this position is \$20.00/hour and includes prorated medical/dental insurance.

**Position Summary:** The Volunteer Coordinator is responsible for coordinating the recruitment, training, and retention of all Call to Safety volunteers and interns. By representing the agency in the community, the Volunteer Coordinator also serves as the initial point of contact for community members and service partners who request information and training about Call to Safety or domestic and/or sexual violence.

### **Specific Responsibilities:**

#### Volunteer Engagement, Training, & Retention:

- Recruit agency volunteers using a variety of techniques such as tabling, community presentations, internet postings, and educational settings.
- Screen potential volunteers using an application and interview process.
- Organize Call to Safety Basic Advocacy Trainings, following and ensuring Oregon state training requirements for domestic/sexual violence service agencies.
- Review and update volunteer application and training materials as needed and at least one time per year.
- Conduct agency orientations for individuals interested in Call to Safety.
- In collaboration with the all Call to Safety staff, facilitate the placement of volunteers into appropriate Call to Safety programs and/or projects.
- Produce monthly *Volunteer Voice* e-newsletter and distribute to Call to Safety membership.
- Recognize volunteers for their contributions to Call to Safety in both informal and formal ways.
- Work with all staff to assist with the supervision and needs of volunteers.
- Work to create a supportive volunteer culture which recognizes the contributions of volunteers by advocating on their behalf.
- Maintain adequate volunteer records; including application, emergency contact information, contact log, record of attendance, record of training, and other pertinent documents.
- Organize and facilitate quarterly volunteer meetings that facilitate volunteer retention.

#### Community Education & Outreach

- Upon request and as able, provide community presentations on core advocacy topics such as DV 101, SA 101, Culture of Gendered Violence, and Basic Advocacy.
- Field community education, training, and outreach requests.

- Facilitate payment for Call to Safety community education using the established community education payment scale.
- Ensure that Call to Safety's Outreach Log is kept up-to-date and accurately reflects the amount of education and outreach that is regularly provided to the community.

#### Organizational Support

- Provide support to the Advocacy Program by being on-call one day a week from 6a-6p and coverage meal breaks of advocates.
- Maintain and track information for the Volunteer & Outreach Program, including grant reporting and monthly reports to the Executive Director.
- Participate in monthly Coordinators Team meetings.

#### **General Responsibilities – as a member of the Call to Safety staff, you are expected to assist with the following tasks, as needed:**

- Attend monthly staff and occasional retreats
- Serve as a visible spokesperson and advocate for Call to Safety's mission and programs in the community.
- In collaboration with staff, facilitate Call to Safety's participation in visibility events such as Sexual Assault Awareness Month, local celebrations of Take Back the Night, Pride, and/or Domestic Violence Awareness Month.
- Provide support to Advocacy program as available
- Assist with house responsibilities in a team approach
- Other duties as assigned

#### **Qualifications – Required:**

- Minimum of one year experience as an advocate (volunteer or paid) for individuals impacted by trauma.
- Philosophy compatible with Call to Safety's mission, especially to include –
  1. Experience with and/or knowledge of domestic and sexual violence
  2. Firm understanding of oppression and how it perpetuates interpersonal violence
- Excellent verbal and written communication skills.
- Ability to make strong and professional community presentations, and specifically three to six hour trainings on social change issues.
- Experience with supervision and the ability to coordinate many people with varying skills and abilities.
- Demonstrated skill in handling multiple tasks, tracking details and setting priority for accomplishing a variety of projects.
- Ability to work with people from diverse backgrounds.
- An understanding of the role of maintaining confidentiality when supporting survivors of trauma.
- Ability to work with Call to Safety staff as a team member.
- Strong computer technology skills, including Microsoft Word, Excel, and Outlook. Ability to learn new technology systems and implement within scope of duties.
- Valid driver's license, vehicle and proof of insurance.
- Proof of successful completion of Basic Advocacy Training (40 hour Domestic and Sexual Violence Advocacy Training or equivalent) or ability to complete it within first six months of employment.

**Qualifications – Preferred**

- Experience with public speaking on issues of domestic and/or sexual violence, rape culture, anti-oppression and/or anti-racism issues.
- Individuals who are bilingual and/or bicultural
- Knowledge or experience in the sex industry