**Position:** Volunteer Coordinator

**Responsible to:** Program Manager

**Primary Responsibilities:** Recruits, trains, schedules and supervises volunteers who work directly with victims, assists in the development and revitalization of Coordinated Community Response Teams, provides assistance and guidance in outreach counties as well as triages crisis calls and provides direct and support services to victims.

**Specific Duties:**

* Recruit, organize, coordinate, train and retain volunteers within DVACK’s ten county catchment area to work effectively within the structure of DVACK
* Provide community outreach education presentations to schools, colleges, civic groups, churches, law enforcement, and other allied professionals in DVACK’s service area with an emphasis on volunteer recruitment, as approved by the Chief Financial Officer and Program Manager
* Develop, maintain and conduct formal quarterly 40-hour volunteer training to all accepted volunteer applicants.
* Review, verify and approve court ordered community service workers per DVACK’s policies as well as provide direct supervision of all community service hours conducted
* Provided direct supervision to agency SER Corporation (Service, Education, and Re-Training) professional volunteers as well as complete and submit all SER Corporation documentation and timesheets
* Serve as manager for DVACK’s Bargain Basket thrift store with direction and advisement of the Chief Financial Officer and Program Manager.
* Coordinate and supervise annual Toy Run, Client Christmas Party and volunteers for agency fundraising events including but not limited to the annual Golf Tournament and Casino Royale
* Oversee the procurement of material donations as well as effectively manage the processing and rotation of donated items
* Organize and maintain basement storage, outreach food pantry, and additional storage space
* Provide confidential support and advocacy services to victims of sexual assault, domestic violence and/or stalking
* Provide intake and short-term crisis intervention with sexual assault, domestic violence and/or stalking victims, presenting options and alternatives to clients; provide factual information regarding sexual assault, domestic violence and stalking; provide individualized safety assessment and plan development; validate and respond to client's emotional needs and provide emergency transportation, when necessary
* Make appropriate referrals to community agencies and assist with resources acquisition.
* Engage with survivors to provide clear and timely information so that they are able to make informed decisions at their pace
* Maintain statistical information on clients and provide compilation of same on weekly basis, Timeline set by the Chief Executive Officer
* Serve as supervisor on-call on regular rotation schedule
* Participate in staff meetings and monthly supervision
* Attend professional training and continuing education opportunities when possible and at the request of your supervisor
* Document contacts and other imperative information per agency and procedures in a timely manner
* Assist with grant reports.
* Other duties as assigned by DVACK's Chief Executive Officer

**Additional Benefits:**

Travel expenses; life, health and dental insurance; vacation; sick leave; and holidays as set by the Personnel Policy

**Employment Status:** This is a full-time, salaried exempt position. Basic work schedule will be tailored to meet the needs of the agency and will be set by DVACK's Chief Executive Officer.

**Salary:** $40,000 to $42,500 based on experience

**Knowledge, Skills & Abilities Needed:** This position requires a **Bachelor’s Degree** in social work, psychology, or human services field. Necessary skills include excellent organization, communication, interpersonal and problem solving skills, and computer skills. Position requires some evening availability. Must have the ability to develop and facilitate training sessions for community agencies. Experience in: program/agency collaboration; office procedures; advocacy and service provision to victims of domestic and sexual violence as well as stalking; program developments, implementation, and evaluation; adult learning principles and communication skills. Knowledge of legal systems and issues involved in domestic violence, sexual assault and stalking, especially as this knowledge relates to the delivery of victim services. Demonstrated ability to maintain confidentiality.

**How to respond to the job posting:** If interested, please submit your resume and cover letter to Brandi Bohm via fax: (785) 827-2410 or e-mail: brandib@dvack.org.