

**The Turning Point  
(Rape Crisis Center of Collin County)**

**Job Description**

**Title:** Community Outreach and Volunteer Coordinator

**Reports to:** Advocacy Program Manager

**Location:** Dallas, TX

**Summary:** Educates students, parents, faculty and other community members about sexual violence and services offered at TTP to survivors and the community. Maintains collaborative relationships with community partners and seeks to develop new opportunities for outreach and education activities in the community. The Coordinator is also responsible for recruiting, training, retaining and managing volunteers for the Dallas crisis advocacy program and works in collaboration with the Plano Volunteer Coordinator to continually develop strategies to enhance the volunteer programs.

**Duties:**

1. Provide advocacy as needed: on the phone, at the hospital, and on the backup phone on a rotating basis
2. Provides awareness, education and training to area businesses, civic, religious and service entities
3. Develops and leads community awareness campaigns and represents organization at area networking, coalition and fundraising events
4. Cultivates new programming venues and partners
5. Coordinates all volunteer and community fairs
6. Assists Advocacy Program Manager in the development and oversight of the Dallas volunteer advocate program including, but not limited to: recruit and manage volunteers, maintain volunteer shift schedule, meet with volunteers on a regular and scheduled basis, plan and provide sufficient continuing education opportunities
7. Participate and lead advocacy training sessions as needed
8. Develop opportunities for non-advocate volunteers and interns
9. Review and maintain all records related to volunteer program, including logs, volunteer files, volunteer hours, etc.
10. Collects and maintains data for appropriate program documentation and record keeping
11. Other duties as needed and directed by supervisor

**Job Requirements:**

1. Knowledge of issues related to sexual violence
2. Excellent public speaking and presentation skills
3. Knowledge of and experience with social media and all forms of mass communication
4. Skilled at developing and maintaining positive and professional working relationships with volunteers, staff, community groups and institutions
5. Ability to organize work and manage time effectively
6. Complete 40 hours of mandated OAG sexual assault training

**Experience:**

- Bachelor's degree from an accredited college or university in Communications, Business/Marketing, Non-profit Management or related field. Master's degree preferred
- Experience or training related to issues involving sexual violence is preferred

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Employee Signature

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Date

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Supervisor Signature

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Date