

The Turning Point
(Rape Crisis Center of Collin County)
Job Description

Title: Volunteer Coordinator

Reports to: Crisis Services Manager

Summary:

The Volunteer Coordinator reports directly to the Manager of Crisis Services and is responsible for recruitment, retention, and development of The Turning Point volunteers. The Volunteer Coordinator is responsible for volunteer supervision and provides professional staff support to all volunteers. The Volunteer Coordinator works closely with the Community Outreach and Education Manager to ensure that The Turning Point has a volunteer presence in the community and volunteers provide effective, client-centered services.

Duties:

1. Assist in the recruiting, screening, interviewing and training of new volunteers
2. Schedule volunteers for outreach events
3. Help develop ongoing strategies for advocacy training
4. Maintain timesheets for volunteers
5. Assist with volunteer appreciation events
6. Develop and implement a recruitment plan for volunteers
7. Develop and implement a retention plan for volunteers
8. Participate in annual volunteer evaluations
9. Assist with identified volunteer needs
10. Attend in-service trainings and assist with crisis coordination if requested
11. Be available for crisis advocacy coverage as needed.
12. Complete bi-weekly time sheets
13. Other duties as assigned

Qualifications:

1. Bachelor's degree in social service-related field or equivalent combination of education and experience
2. Complete Turning Point's Sexual Assault Victim Advocate training
3. The ability to communicate with, supervise and empower volunteers to be effective in their roles—experience with volunteers preferred
4. Non-judgmental, non-prejudice, and accepting attitude towards people of any race, color, religion, ethnicity, sexuality, age, appearance, or economic status.
5. Commitment to The Turning Point's mission and vision statement
6. Strong public relation skills
7. Knowledge of crisis advocacy and volunteer management.
8. Availability to provide phone coverage for shifts if a volunteer cannot be found.
9. Must be able to provide own transportation.

Signature

Date