



SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

Title:	VOLUNTEER & RESOURCE MANAGER
Reports to:	Director of Development
Status:	Full-time, Non-Exempt
Description:	Responsible for executing research, solicitation, and coordination of in-kind gift resources and oversight of 250 volunteer core for The Shelter. Focus includes volunteer recruitment, new volunteer programs, volunteer training and orientation, volunteer recognition, special events, public speaking and volunteer community relations.
Requirements & Skills:	<ul style="list-style-type: none">• Excellent computer skills• Ability to work independently and as a team• Able to handle multiple tasks at once• Highly responsible, able to self-manage and work with limited supervision• Strong verbal and written communication skills• Ability to handle the phone in a highly professional and engaging way• Must be flexible• Able to manage multiple volunteers at one time, coordinate projects, and ensure that volunteers have proper conduct
Duties:	<p>Volunteers, Recruitment, Orientation, & Recognition</p> <ul style="list-style-type: none">• Post volunteer role descriptions on volunteer websites• Recruit volunteers for various Shelter programs• Update and eliminate volunteer programs as necessary• Interview potential volunteers to introduce and explain the volunteer program and provide program and shelter orientation• Plan and execute volunteer outreach via e-mail, direct mail (newsletter) and telephone as needed• Plan and execute Volunteer Recognition in the spring; choose venue, theme, solicit gifts, plan presentation and awards• Plan and execute summertime Options Volunteer Event• Keep record of volunteer hours through Volgistics and report to appropriate management• Manage Certified volunteers and ensure they have the proper training, up-keep of training hours in Volgistics.• Coordinate Core Competency sessions• Manage On-Call Donation Driver

Holiday Gift Drive

- Coordinate holiday gift-drive campaign with corporations and community partners
- Schedule pick-up dates and volunteer participation
- Work with program staff to ensure gifts are distributed to participants and their children

Back to School

- Coordinate back to school donation drive campaign with corporations and community partners
- Schedule pick-up dates and volunteer participation
- Work with program staff to ensure items are distributed to children

In-Kind Gifts

- Research, solicit, and secure donations and oversee in-kind gift drives
- Maintain correspondence such as gift solicitations, volunteer and donation thank-you correspondence
- Check with program staff to ensure in-kind needs are being met

Cell Phones

- Coordinate donation locations
- Advertise in the community and coordinate pick-ups

Volunteer Appreciation Luncheon

- Coordinate end of season recognition luncheon for all active volunteers
- Find venue and coordinate theme and menu

Domestic Violence Awareness Month

- Secure volunteers for any events that require them

Outside Presentations

- Represent The Shelter in the media
- Represent The Shelter at community presentations, fairs, outside events

Development Support

- Work with the Development team to assist with agency fundraising events
- Work with Development team for presentation of monthly tours

Outside Events

- Manage all outside events and track incoming money.
- Arrange shelter speakers if necessary

Other

- Publix Appreciation Day
- Post Office Food Drive
- Scouting for Food
- Any outside presentation for a business, school, organization, club etc.

THE SEPARATE DOCUMENT ENTITLED “VOLUNTEER COORDINATOR ATTESTATION” FORM MUST BE INCLUDED WITH THIS JOB DESCRIPTION

ADA:

Must be physically mobile and able to sit, stand, bend, stoop, and lift 20+ pounds. The Shelter for Abused Women & Children complies with the

Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

Signature of Preparer _____

Date _____

Signature of Employee _____

Date _____