



The Opportunity: Safe+Sound Somerset Volunteer Services Coordinator

Are you committed to helping others?

Safe & Sound Somerset is looking for a creative, energetic, and passionate Part-Time Volunteer Services Coordinator to join our dynamic trauma-informed organization.

What Your Day will Look Like

In this role, you will: Recruit and train new organization volunteers, oversee the organization's 60-hour DV/SV advocate training, and work with other departments to identify program volunteer needs. You will also work to develop a plan for ongoing volunteer training, recognition, and appreciation.

Your goal will be to implement a volunteer engagement and retention plan that supports and expands Safe+Sound Somerset's capacity to serve survivors of domestic and sexual violence by harnessing the skills, expertise, and passion of volunteers.

This is a partially remote job.

What You Bring to this Role First and foremost, you'll bring a level of enthusiasm towards helping survivors of domestic and sexual violence. You'll use your strong communication skills, your stellar organizational skills, and your high level of emotional intelligence to identify and meet the organization's volunteer needs and build a volunteer force that is connected and engaged with Safe+Sound Somerset's mission and values.

A minimum of 2 years volunteer coordination experience is preferred for this position.

What We Offer We believe in continuous learning and will provide you with professional development workshops. You will be surrounded by a committed, multi-disciplinary team environment. Part time and opportunities offer flexible schedules. Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. We are proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.

To learn more, visit our website at www.safe-sound.org

Please submit your letter of interest and/or resume to humanresources@safe-sound.



Position Title:	Coordinator, Volunteer Services
Work Hours:	Part Time, Hourly; Avg of 24 hrs per week
Exempt/Nonexempt:	Non-Exempt; Hourly
Immediate Supervisor:	Director, Outreach and Prevention
Job Summary:	This position is responsible for the recruitment, training and retention of volunteers for the organization and its programs.
Title Band:	Coordinator
Remote Eligibility:	Partial
Salary Range:	\$18 – \$24 per hour

I. Duties and Responsibilities

A. Program Operation and Client Services

1. Responsible for the operational management of volunteer services within the organization including but not limited to recruitment, placement, retention and recognition activities.
2. Development and revision of volunteer policies and procedures in collaboration with Human Resources to support volunteer and organizational success, training and safety.
3. Primary lead in the facilitation and execution of VAWA compliant 60 -hour Domestic Violence/ Sexual Assault Training at least bi-annually for staff and volunteers
4. In collaboration with Director of Outreach and Prevention, manage and revise online training materials and platform as needed to meet the education and training needs of organizational volunteers.
5. Coordination of ongoing and specialized training for organization staff and volunteers.
6. Assist program staff with the development and management of new volunteer positions within their programs.

B. Relationship Development

1. Create and maintain organizational relationships to support the ongoing recruitment and expansion of volunteer pool and opportunities.
2. Create and manage ongoing volunteer communications to maintain engagement, increase recruitment and recognize work of volunteers throughout the year.

C. Reporting

1. Responsible for the collection, management and reporting of monthly, quarterly and annual program data, including analysis of trends, gaps and areas of growth.

D. Organizational

1. Participate/lead in organizational team meetings and committees as directed.
2. Participate/lead in board, committee and ad hoc meetings as directed.
3. Participate in organizational outreach and fundraising events as directed.
4. Other duties as required for the continuity of the organization's services.

II. Supervisory

1. Volunteers
2. Interns

III. Qualifications and Skills

1. Associates degree in public or human services, social work, business or related field, related experience may be substituted for educational requirement.
2. Minimum 2 years' experience in managing volunteers and volunteer programs preferred.
3. Strong knowledge of domestic violence / sexual assault preferred; experience in Trauma Informed work a plus.
4. Ability to work remotely both, independently and in team collaboration.
5. Proficiency in Microsoft Office 365 Suite, database navigation, remote communication and work technology.

IV. Requirements of Employment

1. Background Check: Satisfactory result required upon hiring and every 3 years to maintain employment.
2. Completion of mandatory 60-hour training in Domestic Violence/Sexual Assault within the first 90 days of employment.
3. Completion of Trauma 101 Training within first 6 months of employment.
4. Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
5. Must be able to remain in a stationary position at least 50% of the time;
6. Required to occasionally move about inside the office to access file cabinets, office machinery, and move boxes and materials, up to 20 lbs.
7. Staff may be required to work outside of their normally designated work hours to include evening hours and weekends.

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Safe+Sound Somerset complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance including the Americans with Disabilities Act (ADA).