

**Center Against Sexual & Family Violence (CASFV)**  
**Job Description**

**Title:** Volunteer Service Specialist

**Supervisor:** Volunteer Coordinator

**Status:** Non-Exempt, Hourly - Part-Time

**Scope of Duties:**

The Volunteer Coordinator Assistant will be responsible for assisting with the development, growth, and day-to-day management of the CASFV Volunteer Program. S/He will assist with coordinating recruitment of volunteers, in addition to supporting and facilitating participation and involvement in CASFV's community based activities, programs, and events. Other duties will be performed as assigned. Evening and weekend work will occasionally be required.

**Essential Goals and Objectives:**

1. Assist with recruitment, training, and recognition of community based volunteers and interns. As well as the development, support, facilitation, and management of appropriate volunteer opportunities and internships
2. Match volunteer interests, talents, and availability for mutually beneficial volunteer service projects and initiatives
3. Assist with building and maintaining partnerships with educational institutions to develop internship opportunities
4. Communicate effectively with volunteers and CASFV staff regarding opportunities and initiatives
5. Support the continued development and implementation of volunteer training program
6. Assist with the coordination of service projects and donation drives with community partners by working with CASFV staff to identify opportunities and agency needs
7. Maintain up to date volunteer data, contact information and volunteer records, to include general data collection, statistical reports, monthly reports, etc. in order to determine the value of services
8. Aid in the planning, development, and implementation of aggressive outreach campaign via networking, volunteer opportunity notification, web, email and social networking tools
9. Contribute to the active and ongoing promotion of CASFV Volunteer Program to schools, PTAs, health fairs, community organizations and the general public
10. Assure the program adheres to Health and Human Services Guidelines, Equal Opportunity, Child protection policies, and anti-discriminatory practices
11. Assist with community presentations as necessary
12. Work occasional evenings and weekends to facilitate events, manage volunteers and meet deadlines
13. Other duties as assigned

**Knowledge, Abilities, and Skills:**

1. Understands breadth of creative opportunities in volunteer program development
2. Enjoys ongoing challenge of incorporating and implementing fresh ideas and projects with vision toward building a strong community-wide volunteer organization
3. Exceptional interpersonal, written, and oral communication skills
4. Ability to relate well to people of all ages from all walks of life
5. Ability to plan, prioritize, and organize own workload and work to deadline
6. Ability to work independently and as part of a team
7. Effective public speaker
8. Effective coalition and team builder with a positive, warm, friendly caring approach
9. Must have own transportation, valid Texas driver's license and current insurance

**Minimum qualifications:**

Training and experience: High school diploma. Computer proficiency in Microsoft applications (i.e. Word, Excel); Must have good oral and written communication skills; Bilingual English/Spanish; Must have own transportation, valid Texas driver's license and current insurance.

This job description should not be construed to imply that these requirements are the only duties, responsibilities and qualifications for this job. Incumbent may be required to follow any additional instructions, acquire related job skills, and perform related work.

I have read and understood the Client Service Specialist – Shelter job description and am able to perform the functions described.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_