



Job Description

Title: Volunteer & Training Coordinator

Program: Volunteer Program

Hours: 36 hours per week, including occasional weekend and/or evening hours

Supervisor: Executive Director

Compensation: Begins at \$15/hour DOE and includes generous paid time off and full medical, dental, vision and life insurance.

Position Summary: The Volunteer & Training Coordinator is responsible for coordinating the recruitment, training, supervision, scheduling and retention of all volunteers and interns. The Volunteer & Training Coordinator also represents the agency in the community and serves as the initial point of contact for community members and service providers who request information and training about SASS or sexual assault.

Specific Position Responsibilities:

Volunteer Supervision, Recruitment, Training, & Retention:

- Supervise and manage volunteers and interns.
- Clearly communicate agency expectations for volunteers and interns, including duties and responsibilities, to ensure high quality services.
- Maintain and track information for the Volunteer Program as required for grant reporting.
- Recruit agency volunteers using a variety of techniques such as tabling, community presentations, internet postings, and educational settings.
- Support and identify ongoing training needs of the volunteers and interns.
- Screen potential volunteers using an application and interview process.
- Organize and coordinate SASS Volunteer Trainings and ensure compliance with Oregon training requirements and standards for domestic/sexual violence service agencies.
- Review and update volunteer application and training materials as needed and at least one time per year.
- In collaboration with the all SASS staff, facilitate the placement of volunteers into appropriate programs and/or projects.
- Work to create a supportive environment which recognizes the contributions of volunteers to SASS in both informal and formal ways, such as coordinating the annual Volunteer Appreciation event.
- Maintain adequate volunteer records; including application, criminal background check, emergency contact information, logging attendance/hours, record of training, and other pertinent documents.
- Organize and facilitate quarterly volunteer meetings that facilitate volunteer retention.

591 West 19th Avenue • Eugene OR 97401

Business: 541-484-9791 • Crisis Line: 541-343-SASS [7277] • Fax: 541-342-3696

www.sass-lane.org



Community Education & Outreach

- Upon request and as able, represent SASS at public speaking engagements and provide presentations on SASS services and SA 101/basic advocacy.
- Field and facilitate community education, training, and outreach requests.
- With input from other staff, organize and supervise volunteers to plan and implement Sexual Assault Awareness Month (April) activities and other projects as needed.
- Network and foster relationships with appropriate community agencies/service providers and groups including other volunteer coordinators and programs as needed and/or as assigned.
- Train and support volunteers on how to provide presentations and represent SASS in the community to broaden outreach efforts to community groups, businesses, and service providers interested in learning more about SASS and sexual assault.

Direct Service/Advocacy

- Provide advocacy and crisis intervention services, including safety planning, in-person support, accompaniment, transportation, answering crisis lines, etc.
- Participate in the drop-in center advocacy shifts and the after-hours on-call rotation.
- Participate in debriefing meetings.

General Responsibilities – With Other Staff

- Attend agency meetings and agency retreats
- Participate in ad-hoc and/or internal committee meetings, as needed.
- Serve as a visible spokesperson and advocate for SASS' mission, services and programs in the community.
- In collaboration with staff, facilitate SASS' participation in public events such as Sexual Assault Awareness Month, and Take Back the Night, and/or Pride.
- Attend agency events and activities.
- Other duties as assigned

Qualifications – Required:

- Minimum of one years' experience coordinating, supervising and/or training volunteers or interns.
- Demonstrated understanding of and commitment to eliminating sexual and domestic violence and all forms of oppression.
- Demonstrated ability to lead, energize and supervise, including the ability to coordinate many people with varying skills, abilities, life experiences and/or from diverse backgrounds.
- Demonstrated skills in problem solving, handling multiple tasks, tracking details and setting priorities for accomplishing a variety of projects.



- Excellent verbal and written communication skills
- Ability to provide professional community presentations.
- Ability to manage confidential information.
- Ability to work flexible hours independently and as a team.
- Strong computer technology skills, including Microsoft Word, Excel, and Outlook. Ability to learn new technology systems and implement within scope of duties.
- Valid driver's license and ability to respond in person to Eugene/Springfield locations, such as medical facilities for emergency advocacy, within 30 minutes or less.
- Ability to pass required criminal background check.
- Proof of successful completion of Oregon's Advocacy Training requirements or ability to complete it within first six months of employment.

Qualifications – Preferred

- Two years' experience in providing direct services (volunteer or paid) to individuals impacted by trauma.
- Bilingual (Spanish/English), bicultural.
- Experience working in a non-profit environment.