

Position: Volunteer Coordinator

Organization: Sexual Assault Resource Center

Supervisor: Community Education Program Manager

Compensation begins at: \$20/hour

FTE: Non-exempt, permanent part-time, 20 hours per week;
possibility to move to full-time in 2020

Benefits: Medical benefits; generous vacation and sick leave policies; flexible schedule



About SARC

The Sexual Assault Resource Center (SARC) of Washington County, whose mission is to promote social justice by ending sexual violence through advocacy, support and education, was founded in 1977 and remains a unique fixture today in Oregon as one of the two remaining stand-alone non-profits dedicated to serving survivors of sexual assault. Our full array of free and confidential services include a 24-hour support line as well as an in-person response team for survivors who are undergoing medical attention and/or filing a police report; case management; individual and group mental health services; and prevention education services to schools and businesses in the tri-county area. SARC's Alder Program provides sound trauma-informed and evidence-based mental health services to adolescent and adult survivors of sexual assault in an effort to prevent, eliminate, or in some cases at least reduce the effects of common trauma responses including depression and PTSD.

Essential Responsibilities of the Position:

• **Function 1: Program Management**

- Provide the Volunteer Program with leadership and oversight, including leading and managing programmatic and administrative functions
- Develop and maintain recruiting materials and develop and maintain recruiting posts on various social media and community partner websites
- Recruit, interview, hire, train, and evaluate all program interns, and volunteers; place interns and volunteers in agency programs through consultation with program managers and assessment of volunteers' interests, skills/abilities, and availability; support efforts to transition qualified volunteers and interns to paid staff positions
- Provide supervision and support to program interns and volunteers
- Research, develop, and maintain training curricula for volunteers on agency services and facilitate volunteer trainings and meetings
- Maintain trauma-informed practice values throughout the program; uphold a work environment that is mutually supportive, respectful, anti-oppressive, and diverse
- Conduct regular program meetings and individual supervision meetings with program staff, interns, and volunteers and program meetings, and debrief with staff and volunteers as needed

- Engage in regular professional development to ensure skills refinement and that program materials are based on the most recent reliable research and practice theory
- **Function 2: Community Engagement**
 - Engage in regular outreach to existing and potential community partners to recruit volunteers and provide education and training on agency services
 - Support agency efforts in community outreach and education that promote all the agency's services, including but not limited to participation in educational workshops, seasonal community events, and networking or community events
 - Develop, manage, and maintain relationships with community partners and serve as the primary liaison between the community and the agency on all volunteer recruiting and community engagement contracts, events, programs, initiatives, and activities
- **Function 3: Data Collection and Reporting**
 - Collect and report statistics regularly in accordance with requirements of current funding streams and as directed by the Agency Director
 - Complete scheduled narrative reports required by current funding streams and as directed by the Agency Director
 - Administer, or direct administration of, quality assurance surveys and focus groups
 - Complete and submit timesheets and expense reports as needed, and review and approve timesheets and expense reports of program staff
- **Function 4: Administrative Duties**
 - Understand and follow SARC policies and procedures
 - Update and/or create program forms as needed
 - Maintain all program equipment and supplies
 - Keep regular time sheets and expense reports
 - Attend SARC staff meetings
 - Work collaboratively with SARC's staff, interns, and volunteers
 - Participate in regular supervision with Agency Director

Qualifications of the Successful Applicant:

- Spanish-language fluency strongly preferred
- Candidates from historically marginalized backgrounds encouraged to apply
- High school diploma or equivalency required; Bachelor's degree in sociology, psychology, gender studies, community health, or related field preferred, but relevant experience may substitute for formal education
- Previous volunteer coordination experience in a nonprofit setting strongly preferred

- Knowledge and/or experience in the anti-violence movement and working with survivors of sexual assault; previous volunteer, internship, or work experience with crisis centers or social service organizations strongly preferred
- Knowledge and/or experience in developing effective collaborations and ability to develop and maintain cooperative working relationships with community partners
- Ability to approach work with an anti-oppressive and intersectional lens
- Excellent public speaking and group facilitation skills
- Excellent written and oral communication skills; ability to articulate concepts and expectations to staff and interns, management, partners, and stakeholders; ability to effectively compile and analyze simple data and develop program recommendations
- Demonstrated leadership and self-direction/self-management skills; ability to work collaboratively and independently
- Well-developed organizational, analytical, and problem-solving skills and the ability to successfully manage multiple projects at once
- Intermediate skills in the following computer software: Word, Excel, and Power Point
- Passage of a thorough criminal background check
- Valid driver's license and reliable transportation

To Apply:

Please email your cover letter and resume to careers@sarcoregon.org.