***Sarah’s Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations.****Our services and initiatives focus on ending relationship violence through domestic violence crisis intervention, community education, and violence prevention programs for youth.*

**Job Title:** Volunteer and In-Kind Coordinator **Department:** Training & Education

**Reports To:** Director of Training & Education **Status:** Exempt/Full-time

**Position Summary:** The Volunteer and In-Kind Coordinator is responsible for ensuring a thriving volunteer program, facilitating client events, supporting community outreach activities, and managing the agency’s in-kind plan. The successful candidate will have relevant experience and a demonstrated interest in joining a dynamic team to help strengthen and expand the volunteer capacity to support Sarah’s Inn’s services and programming. The Volunteer and In-Kind Coordinator reports to the Director of Training & Education and will also work closely with agency leadership (Executive Director, Directors), Intervention and Development staff, and community volunteers (crisis line volunteers, Board of Directors & Associate Board of Directors, committee members, etc.).

**Essential Duties and Responsibilities:** Other duties may be assigned.

* Develop and implement the annual volunteer and in-kind donation program plan for the agency.
* Effectively recruit, screen, train, place and supervise volunteers across the agency for both direct and non-direct service volunteer positions.
* Supervise and manage crisis line volunteers.
* Design and develop opportunities, both group and individual, for volunteers based on agency needs.
* Coordinate opportunities for volunteer recognition.
* Maintain accurate volunteer records reflecting screening procedures, skills training, hours of service, etc.
* Ensure volunteer management best practices across the agency and train staff, as necessary.
* Facilitate the planning and implementation of all client events throughout the year.
* Manage the agency’s in-kind donations in collaboration with the Development department, including assessing and communicating needs to appropriate Directors and Departments, and ensuring proper tracking and acknowledgement in donor database.
* Assist with the implementation and coordination of community outreach activities to support the strategic goals of the agency.
* Support Development staff in the implementation of fundraising events and activities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

* BA degree and/or equivalent experience preferred.
* Minimum two years of experience in program development, implementation and evaluation.
* Experience in volunteer recruitment, training, coordination and retention.
* Fluency in Spanish, oral and written, preferred.
* Completion of the Domestic Violence Advocacy Training (DVAT) preferred.

**Knowledge and Skills:**

* Exceptional interpersonal skills. Ability to develop and maintain positive working relationships with a wide variety of people including but not limited to: board members, staff, volunteers, interns, government officials, community partners, and organizational donors.
* Excellent communication, organizational and writing skills.
* Demonstrated public speaking and training skills.
* Ability to problem-solve and make decisions individually and/or within a team.
* Ability to prioritize, handle a variety of tasks and be self-directed.
* Commitment to and experience in working with people from diverse cultural, ethnic, and socio-economic backgrounds and lifestyles.
* Ability to work various shifts, including evening and weekend hours.
* Valid driver’s license, current insurance and reliable car.

**Success Factors/Job Competencies:**

* Integrity& Ethics – models Organization’s Vision, Mission & Values
* Collaboration & Teamwork – embraces an inclusive workplace
* Innovation/Continuous Improvement – finds innovative ways of executing work
* Job Knowledge/Technical Expertise – demonstrates a clear understanding of and executes roles and responsibilities
* Time Management/Productivity/Accountability – manages time and resources effectively
* Problem Solving/Decision Making – demonstrates proper judgment, problem solving and decision making
* Communication – effectively communicates
* Colleague Development - provides guidance, encouragement and feedback to subordinates for professional growth

**Physical demands and work environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands*: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Performance Standards:**

* Annual performance evaluation
* Attainment of annual goals established between supervisor and employee

**Approval/revision date:** November 2020

**EOE/M/F/D/V**

**To apply** send your cover letter, resume and salary requirements to: [employment@sarahsinn.org](mailto:employment@sarahsinn.org) with the subject line: Volunteer and In-Kind Coordinator.