



Metropolitan Organization to Counter Sexual Assault

Job Title: **Volunteer Coordinator**
FLSA Status: Exempt
Department: Education
Reports to: Director of Education

SUMMARY

Provide leadership in coordination of MOCSA's volunteer program, including recruitment, training, recognition and retention of agency volunteers and interns.

JOB OBJECTIVES

I. Program Coordination

- a. Assist with development and implement MOCSA's volunteer and intern recruitment, training, recognition and retention strategy.
- b. Develop, advertise and monitor volunteer and intern opportunities.
- c. Design and maintain volunteer program materials.
- d. Conduct ongoing evaluation of volunteer programs and implement changes as necessary.
- e. Assist with managing government and private grants in support of the program.
- f. Coordinate volunteer training program including scheduling, advertising, designing and facilitating MOCSA's 40-hour volunteer training and continuing education programs.

II. Community Education & Outreach

- a. Conduct recruitment, education and outreach with nonprofits, government agencies, businesses and community organizations.
- b. Establish strategic community partnerships for the recruitment of volunteers and interns.
- c. Serve as a representative of MOCSA including written, recorded, videotaped and photographed images, voice and name in online, video and printed publications.

III. Volunteer Management

- a. Serve as primary contact for all volunteer and interns.

- b. Manage relationships with internal and external recruitment partners.
- c. Provide training, support and volunteer supervision in collaboration with MOCSA staff.

IV. Data Management

- a. Manage volunteer records including demographics, contact information, duties, supervision records and time sheets.
- b. Provide volunteer data and reports for staff and board.

V. Local Travel

- a. Travel throughout the Kansas City metropolitan area and have evening and weekend availability to perform recruitment, education and outreach services.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

Minimum Qualifications

Bachelor's Degree in a human-services related field or five years of equivalent education and experience. One year of public speaking experience. Two years of experience in program development, program coordination and/or team leadership.

Preferred Qualifications

Experience working with volunteers highly desired. Master's Degree in a human-services related field. Demonstrated ability to work collaboratively with community partners. Experience and/or education in sexual violence, crisis intervention or social work. Experience in recruitment, sales, event planning and/or adult education. Experience working with diverse communities. Fluency in Spanish.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.

BENEFITS

Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program.

The salary range for this position is \$40,000 - \$50,000 DOE.

MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff.

APPLICATION INSTRUCTIONS

Please send cover letter, resume and salary requirements to info@mocsa.org or by fax to (816) 931-4532. **Please, no phone calls.**