



Metropolitan Organization to Counter Sexual Assault

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

Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. MOCSA is seeking a community educator to join our dynamic organization of diverse, dedicated and innovative individuals.

SUMMARY

Provide sexual violence education and outreach programming to the community and provide assistance to the volunteer program including recruitment, training, and retention of agency volunteers and interns.

JOB OBJECTIVES

I. Community Education & Outreach

- a. Facilitate sexual assault and sexual abuse education to community members.
- b. Conduct outreach with nonprofits, government agencies, businesses and community organizations.
- c. Inform victims of sexual violence of their rights and services available to them.
- d. Represent MOCSA at community events and meetings.

II. Data Management

- a. Assist with management of volunteer records including demographics, contact information, duties, time sheets, etc.
- b. Assist with program evaluation, data collection and reporting.
- c. Provide volunteer data and reports for staff and board.

III. Program Coordination

- a. Assist with coordination of volunteer training program including scheduling, advertising, and facilitating MOCSA's 40-hour volunteer training and continuing education programs.
- b. Serve as contact for all volunteers and interns.
- c. Assist with volunteer recruitment and retention strategies.

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

The position requires a Bachelor's Degree in public health, social work, or related field or five years of equivalent experience in community education and/or outreach.

Demonstrated skills and experience in public speaking.

Preferred Qualifications

Previous training in sexual abuse or sexual assault. Experience in crisis intervention, working with youth, community building and outreach/networking skills. Experience with curriculum development, social media/marketing, and audio-visual technology.

Previous work with volunteers.

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.

WORK HOURS

This is a full-time position; business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work may be required as job duties demand.

TRAVEL

Frequent travel throughout the Kansas City metropolitan area to perform education and crisis intervention services.

BENEFITS

Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program. The salary range for this position is \$36,000 - \$40,000 DOE.

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

APPLICATION INSTRUCTIONS

Submit an application, cover letter and resume to; [MOCSA OnePoint Portal](#).