

CASA TERESA
Volunteer and Community Outreach Coordinator
Job Overview

This is a full-time position reporting to the Chief Development Officer

The Volunteer and Community Outreach Coordinator is responsible for the recruitment, training, scheduling, record keeping and general oversight of volunteers (individuals and groups) and interns for Casa Teresa programs and special events. Maintain a database of available (current and past) volunteers. This position is also responsible for coordinating with and reaching out to a variety of community groups to facilitate onsite events, educational programs, and workshops as well as a variety of other activities related to mission focused volunteer and community activities.

Recruitment, Training, and Scheduling:

- Develop and implement a volunteer recruitment plan.
- Schedule volunteers for program related support, special events or special projects.
- Work with other staff to determine and fulfill volunteer needs.
- Initiate contact and follow up with current and previous volunteers to assess availability for future assignments.
- As directed by and in coordination with the program staff, develop and implement a weekly volunteer schedule.
- Interview prospective new volunteers and initiate the onboarding process.
- Coordinate individual or group volunteer training with the program staff.
- Assess volunteer skills and abilities and provide pertinent information to other internal departments as requested.
- Initiate, maintain, and update all volunteer records.
- In conjunction with programs, identify additional training/education opportunities for volunteers.
- Develop, update, and maintain volunteer training materials.
- Schedule volunteer/intern interviews, periodic reviews or exit interviews.
- Provide onsite support, role modeling, and leadership for TBRI information for volunteers.

Community Outreach:

- Organize, plan, and be responsible for the smooth running of community visits such as religious organizations/churches, local universities, community groups, etc.
- Reach out to community groups to form community partnerships.
- Make sure that all paperwork, supplies, and schedules are in place for visits and workshops.
- Collect feedback, (as appropriate), from community groups who engage in Casa Teresa visits.

Volunteer Recognition:

- In coordination with programs and other departments, develop and promote volunteer recognition activities, including a yearly volunteer recognition and appreciation event.

Administrative and Record-keeping:

- Develop, monitor, update, and maintain database information on volunteers as well as file records, weekly schedules, sign-in sheets, hours worked, completed release forms, and related material.
- Prepare and distribute timely volunteer announcements or reminders on orientation schedule, session assignments, and special events/activities.

Organizational Responsibilities:

- Maintain cooperative relationships with staff, volunteers, and community members.
- Possess a positive attitude and ability to adjust to changing priorities and circumstances.
- Possess the ability to work independently as well as function as a supportive team member.
- Professionally represent Casa Teresa in a positive manner at onsite events, off-site events, and in the community at large.

Physical Requirements of the Position:

- Must be able to lift and lower 35 pounds.

Qualifications:

- Four-year degree from an accredited college or university strongly preferred
- Excellent written and verbal communication skills
- Ability to engage with a diverse population
- Strong interpersonal skills
- Proficiency in English
- Strong computer skills and technical abilities.

Pay Range:

\$18-\$23/hr. To commensurate with experience and qualifications.

How to Apply:

Please email resume and cover letter to Casa Teresa's HR Director Heidi Steele at: HSteele@CasaTeresa.org