
Position Information: BILINGUAL VOLUNTEER COORDINATOR

Supervised by: Volunteer Manager

Supervises: Does not supervise others

Salary: Coordinator II

Classification: non-exempt

Terms of Employment: Regular-Part Time

Job Goal:

Assist the Volunteer Manager and Community Development & Oversight Director in recruiting and retention of agency volunteers and in ensuring in-kind is captured correctly

Essential Responsibilities:

➤ Volunteers

- Recruiting and assisting prospective volunteers for the agency
 - Researches and learns methods associated with volunteer recruitment
- Assists in orienting volunteers to increase their understanding of the organization, its clients, its services and the role and responsibilities of volunteers
- Works with volunteers individually and in small groups. Assesses experience, skills and limitations of volunteers to successfully engage them in meaningful volunteer service.
- Assist with retention of volunteers
 - Provide follow up and support for all volunteers
- Creates and maintains volunteer files which will track individual applications, background checks, and other paperwork related to their ongoing participation in volunteering opportunities
- Works with the Human Resources Department to ensure that background checks are conducted and that volunteer procedures are being followed prior to volunteers service beginning

➤ In-Kind

- Ensure that records of volunteer hours are maintained according to established procedures
- Inputs Volunteer information into In-Kind Report Database

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
 - *A commitment to equipping children and all who care for them for lifelong success*
 - *A commitment to excellence in everything we do;*
 - *A commitment to positive performance and a welcoming culture;*
 - *A commitment to outcomes, measured results and quality improvement;*
 - *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
- Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Educational Requirements:

- High School Diploma or equivalent

Experience and Skills Requirements:

- Two years of Administrative experience
- The ability to work effectively with a wide variety of individuals and groups
- Strong knowledge of Microsoft Office and ease in adaptation to new technology
- The ability to discern/assess accurately an individual's strengths
- Able to articulately describe programs and opportunities to an interested volunteer
- Must be flexible, well-organized, and able to manage different projects concurrently and often under pressure; able to set priorities and manage time effectively
- Fluent in English and Spanish both verbally and written required

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

Work is normally performed in a typical interior/office work environment.

Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written