



Empowering individuals, families and our communities to take action against violence and abuse.

## **Job Description: Volunteer Coordinator**

### **DESCRIPTION**

Under the supervision of the Associate Director, and within the scope of the agency's mission, the Volunteer Coordinator is responsible for supervising, recruiting, training and coordinating volunteers. The volunteer coordinator will also provide support to volunteers when needed and ensure volunteer retention and coverage at community events. The position is based primarily in our Santa Cruz office.

### **DUTIES AND RESPONSIBILITIES:**

- Organizes, coordinates and manages the recruitment, training, and placement of volunteers.
- Develops and implements job descriptions, policies and procedures for volunteer positions
- Evaluates the utilization and support of volunteers in agency programs.
- Complete a State-Certified Domestic Violence/Sexual Assault Peer Counselor Training.
- Develops, oversees, and implements effective volunteer recruitment and retention strategies to ensure continued recruitment and engagement of volunteers.
- Develops and maintains a supporting volunteer environment; implements strategies that motivate, mentor, retain and recognize volunteers.
- Develop, oversee, and maintain volunteer database and file management process.
- Develop, oversee, and maintain a comprehensive volunteer screening and selection process to ensure effective screening which includes but not limited to application process, reference checks, fingerprinting and background screening.
- Conduct volunteer reviews.
- Schedule and facilitate the 65 hour State Certified Domestic Violence/Sexual Assault Peer Counseling Training for volunteers.
- Organize volunteer support to agency fund raising activities.
- Facilitate volunteer support for agency donation programs.
- Support Sexual Assault Response Team Volunteers.
- Maintains Peer Counselor certification by completing continuing education requirements as required by state grantors.
- Organize volunteer support for agency outreach/tabling requests in the community.
- Attend staff meetings, trainings, supervision meetings and other agency meetings as required.
- Provide marketing materials for agency events and initiatives.
- Work closely with interns, counselors, and volunteers providing counseling, support, and services to children and youth to coordinate client support services with Program Managers.
- Maintain effective working relationships with other agency staff, volunteers, board of directors, clients, and with representatives of government, and other community organizations.
- Other duties related to the specific classification as assigned.

### **QUALIFICATIONS:**

- Oral and written fluency in English and Spanish preferred.
- Education or experience equivalent to two years of relevant college coursework or experience in related field.
- Strong written and verbal skills.
- Knowledge of intimate partner violence, sexual assault, trauma and community resources.

- Availability to work flexible hours, including some weekend and evening hours.
- Ability to work with people of diverse ethnic, cultural, religious, socio-economic, and political and sexual orientation.
- Possession of valid California driver's license and use of an insured vehicle in compliance with current safety standards.
- Working knowledge of personal computer, experience with MS Office software preferred.

**PHYSICAL JOB REQUIREMENTS:**

During working hours, employee must have the ability to:

- Sit for 75% of working hours.
- Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
- Bend and stoop while filing.
- Twist and reach while at a desk or computer terminal.
- Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
- Hear and speak well enough to converse over the phone or in person.
- Legally and physically able to drive personal or agency vehicle during and after work hours.

**Classification:** Non-exempt, Full-Time Position (40 hours per week)

**Salary:** \$16.36 (Includes bilingual pay)

**Benefits:** Employer paid Medical, Dental and Vision benefits available.  
Paid holidays and Paid Time Off for regular employees.

**To be considered for the position:**

**Submit your resume and letter of interest detailing your skills  
In PDF or Word formats please  
Via e-mail to Human Resources: [leeannl@monarchsc.org](mailto:leeannl@monarchsc.org)**

**Position open until filled.**

***Imagine being part of a team built on social justice values that helps change the lives of survivors of violence.***



MONARCH SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.  
WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC, POLITICAL BACKGROUNDS,  
SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.

WE TAKE PRIDE IN BEING A FAMILY-FRIENDLY WORK PLACE.

NON-EXEMPT EMPLOYEES OF MONARCH SERVICES ARE REPRESENTED BY  
THE SERVICE EMPLOYEES INTERNATIONAL UNION.

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