

Volunteer Program Manager

Job Description

Title: Volunteer Program Manager

Reports to: Director of Prevention, Education, & Advocacy Services

FLSA Status: Non-exempt

Wages: \$50,000

Job Type: Full-time

Location: Coastal Office (Pacific Beach)

CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.

Summary: Oversee the coordination and evaluation of CCS' trauma-informed volunteer program. Develop and implement recruitment and retention practices volunteers to provide CCS direct services and administration. Provide guidance, support, and resources to staff who supervise and train volunteers. The position supports the facilitation of the California Office of Emergency Services-certified Sexual Assault and Domestic Violence Crisis Intervention Training.

Essential Functions:

- Develop and implement goals, objectives, policies, and procedures for the volunteer program which reflect the mission, values, and needs of the organization.
- Strategize and conduct outreach and recruitment of volunteers based on current agency program needs, including resource fairs, advertising, and information sessions.
- Strategize and lead best practice volunteer retention strategies, including matching volunteers to programs based on fit, onboarding and subsequent training, evaluation, and recognition.
- Partner with Training Manager to coordinate and facilitate CCS' Sexual Assault and Domestic Violence Crisis Intervention Training program.
- Manage CCS' Volunteer Database ensuring accurate tracking of volunteer data, timesheets, trainings, and other standards set forth by grants and CCS policies. Monitor for ongoing compliance. Maintain volunteer files.
- Responsible for maintaining positive community relations, including fostering and maintaining excellent relationships/partnerships with universities, civic groups, government entities, businesses, media, funding sources, and community partners.
- Deliver community outreach and educational presentations, workshops, and trainings in the community throughout regions of San Diego County, according to CCS standards, in compliance with funder requirements, and to fulfill community needs.
- Other duties as assigned

Job Requirements:

Education:

- Bachelor's Degree in social work, public health, or related field or equivalent combination of education and experience.

Experience:

- A minimum of two years in a program management or leadership capacity.
- A minimum of one year working in the field of intimate partner violence, sexual assault, or stalking.
- A minimum of one year of experience conducting outreach and/or providing education on complex issues to the general public.

Preferred Experience:

- A minimum of one year coordinating or providing supervisory support to volunteers in a nonprofit setting.
- Master's Degree in social work, public health, or related field or equivalent combination of education and experience.
- Bilingual/Multilingual fluency of one or more languages (written and oral).

Core Competencies:

- Demonstrated ability to develop strategic relations and partnerships to meet programmatic goals.
- Excellent written and oral communication skills
- Computer proficiency with Microsoft Office Suite Applications.
- Organized and detail oriented with the ability to effectively multi-task, prioritize, and meet deadlines.
- Ability to maintain a proactive approach and execute all duties in their entirety.
- Proactively adapt to always changing requirements and duties.
- Maintain confidentiality and respectful communication at all times.

Working Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical 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 job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

Travel:

Some travel may be required (approx. 15% within San Diego County). Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

Work Hours

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. and must work 30 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

To Apply: Please submit a resume and cover letter to Cori Austin at CAustin@ccssd.org