



## **Pathways of Hope Recruitment**

### **Position: Volunteer Coordinator Part-time, non-exempt**

#### **The Opportunity:**

Under the supervision of the Development Manager, the Volunteer Coordinator will recruit, place, train, evaluate, cultivate, recognize and manage volunteer staff. The Volunteer Coordinator will participate in agency functions and roles, in support of the agency's mission and goals and in partnership with and support of line-of-service and development staff.

#### **The Agency:**

Since 1976, Pathways of Hope (formerly Fullerton Interfaith Emergency Service) has been working to end the dual plights of homelessness and hunger in Northern Orange County. We have multiple housing sites and programming models that intersect at working to end homelessness and hunger across the greater Northern Orange County area. Our team is dynamic, forward-thinking, and works closely with stakeholders and partners in the community to achieve our mission and vision.

#### **The Candidate:**

The ideal candidate will possess the ability to develop relationships with a wide variety of individuals and groups and have experience coordinating group projects. The ideal candidate will also have the capacity to work effectively within the Development team to cultivate relationships with supporters and that translate to an increase in monetary donations to fund our agency's programs. All Pathways of Hope employees must embrace a culture of teamwork, collective success and support in assisting the agency in achieving its mission and vision.

#### **Salary Range and Benefits:**

The salary range for this part-time position is \$17-\$19/hr. Benefits available include retirement plan options, vacation and sick time. As part of its cultural values, Pathways of Hope respects and values Work/Life balance.

#### **Essential Duties and Responsibilities:**

1. Develop and manage the volunteer/student recruitment and orientation process. This includes conducting orientation for all interested candidates and community groups, as well as outreach to new individuals and sources for volunteers. Particular emphasis will be placed on reaching ethnically and linguistically diverse groups within service-learning settings.
2. Manage the selection, interview, and screening of all student/volunteer candidates. Using E-Tapestry and paper files, maintain volunteer records and ensure all required documentation is completed and kept up to date- such as security background checks.

3. Enhance and evaluate current volunteer selection process and work with each department to determine current and future needs and provide input for ongoing volunteer opportunities. Track new and active volunteers in order to maintain feedback, address issues, grievances, and satisfaction.
4. Interface with community groups/organizations and members to maintain a highly visible presence for the organization within the community. Market volunteer opportunities through public speaking events, community outreach events and local universities, community colleges and high schools.
5. Assist with the coordination and implementation of a comprehensive recognition program for volunteers, not limited to annual recognition events but to include regular recognition and affirmation opportunities. Assist in development and updating on-line (internet) source for dissemination of volunteer information (how to volunteer), recruitment, and special one-time projects. Keep website volunteer information updated on a monthly basis and develop/oversee a monthly Volunteer E-Update.
6. Assist with special service projects (trainings, supervision and activities).
7. Assures that all reports, evaluations, statistics, etc. are completed in a timely and efficient manner. Assist with all tasks requiring use of database.
8. Perform other related duties as assigned.

**Contacts and Relationships:**

Position reports to the Development Manager and works closely with the Development Associate.

**Qualification Guidelines:**

- Bachelor's degree or equivalent experience
- One year experience working with volunteers and customer service
- Direct experience in working with adults and youth
- Excellent and effective oral and written communication skills including public speaking experience
- Computer skills using MS Office and Internet
- Excellent organization, time management and interpersonal skills
- Flexibility in work assignments and hours (some weekends and evenings)

**Knowledge / Skills / Abilities / Experience / Certifications / Education which may be Helpful or Preferred Include:**

- Knowledge of the Orange County area helpful
- Bi-lingual English/Spanish beneficial

**Physical Tasks and Working Conditions Include the Following:**

- Ability to lift up to 30 lbs.
- Will be required to work some nights and/or weekends

**Send resume/cover letter to Mychael Blinde at [mychael.blinde@pathwaysofhope.us](mailto:mychael.blinde@pathwaysofhope.us)**