



**Safe Passage, INC.**

P.O. Box 621 DeKalb, IL 60115

Hotline: 815-756-5228 • Administration: 815-756-7930 • [www.safepassagedv.org](http://www.safepassagedv.org)

## **Volunteer Coordinator**

Safe Passage has an opening for a full time Volunteer Coordinator. This position requires a bachelor's degree or equivalent in human services field. Volunteer or nonprofit experience helpful. Good interpersonal skills, project and people management, and the ability to think creatively. Must be able to demonstrate strong initiative and an ability to organize and prioritize.

This position must have flexibility, some evening and weekend hours will be required.

The Volunteer Coordinator will recruit, assist with placement, and support volunteers to meet the agency's needs. This position will also be charged with the enhancement of the recruitment and retention of community members.

### Main Responsibilities:

- Assist with the development of a recruitment plan.
- Develop a retention plan of the volunteer program.
- Assist in recruiting, screening, interviewing, and training new volunteers.
- Provide assistance and supervision to volunteers.
- Organize profile raising events to attract new volunteers.
- Handle all telephone, voicemail, written and email inquiries for information regarding volunteering and internships.
- Participate in volunteer evaluations.
- Collaborate with program directors to assess the volunteer needs of each program and the agency.
- Create and assist with agency and volunteer appreciation events.
- Maintain accurate volunteer records, track volunteer hours and training deposits.
- Maintain volunteer database.
- Identify and attend community outreach opportunities such as fairs, festivals, and organizations.
- Create and distribute various communications and volunteer newsletters.
- Facilitate distribution of information relevant to volunteers.
- Participate in quarterly volunteer meetings with program directors.
- Participate in trainings and webinars to further professional development.
- Participate in public education efforts, as appropriate.