



## **Volunteer Coordinator**

### **Position Description**

*The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.*

The **Volunteer Coordinator** position is considered part time, hourly employee, non-exempt in accordance with the Fair Labor Standards Act. 20 hrs/week.

#### **Responsibilities:**

1. Serve as the primary point of contact for community members seeking volunteer positions in the agency.
2. Maintain an accurate and up-to-date record of all volunteer opportunities, training dates, and requirements.
3. Create and maintain volunteer applicant files.
4. Conduct background checks and reference checks on all qualified volunteer applicants.
5. Conduct in-person interviews with volunteer applicants to screen for qualification, fit and appropriateness of skill set.
6. Track volunteer trainee completion of training modules.
7. Facilitate in-person training modules as needed.
8. Coordinate with volunteer corps supervisors to facilitate handoff of applicants in preparation for training.
9. Complete all relevant trainings and other tasks as required by the Client Services Director.
10. Perform light reception duties at the front desk of the office during office hours, including fielding phone calls and greeting visitors.
11. Maintain appropriate standards of confidentiality.
12. Attend relevant volunteer recruitment events
13. Actively participate in volunteer recruitment efforts.

#### **Qualifications Required:**

1. Bachelor's degree in human services, communications, or a related field or equivalent experience.
2. Demonstrated effectiveness in communicating ideas clearly, both verbally and in writing.
3. Demonstration of cultural awareness, sensitivity, and competency.
4. Experience working with people from diverse backgrounds.

5. Strong organizational and problem-solving skills.
6. Familiarity with the field of sexual violence, strength-based and empowerment models.

**Qualifications Preferred:**

1. Bilingual in English and Spanish.
2. Experience training and supervising volunteers or employees.
3. Familiarity with community resources available for survivors of sexual violence.

*Reports to:* The Client Services Director

*Hiring Range:* \$15/hr, avg 20/hr week

*The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans\* people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.*