

JOB DESCRIPTION – VOLUNTEER PROGRAM MANAGER

SUMMARY: The Volunteer Program Manager is responsible for the recruiting, interviewing, hiring, training, supervision and scheduling of all volunteers at Saint Joseph Parenting Center (SJPC). She/he ensures that the activities of all SJPC volunteers meet the needs of the organization. She/he must have the ability to work independently and as part of a team, communicate effectively both orally and in writing and be able to maintain excellent working relationships with employees, clients, volunteers, donors and community partners as well as the public in general. It is essential that this person shares the organization's values and vision of strengthening families through parent education in an effort to break the cycle of child abuse and neglect. The Volunteer Program Manager reports to the Director of Programs.

Saint Joseph Parenting Center's (SJPC) mission is to strengthen families that are at risk of child abuse and neglect by providing parenting education and support.

Specific Responsibilities

Volunteer Program

1. Work closely with all staff to identify volunteer needs
2. Accountable for recruitment, screening and interviewing, supervision and scheduling all volunteers
3. Process volunteer applications and maintains all volunteer records (Gift Works)
4. Compile and record volunteer hours and in-kind donations (Gift Works)
5. Provide on-going training, support and supervision of all volunteers
6. Plan, organize, and implement volunteer recognition events and activities
7. Recruits and schedules all interns to meet SJPC's needs.
8. Supervises all interns with exception of MSWs.
9. Meets with community organizations to promote the mission and raise awareness of SJPC's programs and volunteer opportunities
10. Prepare and present an Annual Report on the Volunteer Program to the Board of Directors
11. Performs secretarial and administrative duties as required

SJPC Parenting Programs

1. Accountable for recruitment, supervision and scheduling of all volunteer facilitators
2. Works in close collaboration with the volunteer facilitators to implement the approved curriculum
3. Communicates and trains volunteer facilitators, about all curriculum changes and updates approved by program staff as needed
4. Provides facilitators ongoing feedback and evaluation on class performance

Operations

1. Accountable for recruitment, supervision and scheduling of all Administrative, Development & Operations volunteers
2. Accountable for soliciting, scheduling and acknowledging all meals and other in-kind donations required by SJPC's Incentive Program

Acceptable experience and training

- Two years of experience in professional volunteer management, or public relations
- A bachelor's degree in human services or public relations field, or another related field.
- Other combinations of experience and education that meet the minimum requirements may be substituted.
- Excellent communication skills
- Personable and able to work nonjudgmentally within a customer service framework
- Proficient with Microsoft Office especially Word, PowerPoint and Excel
- Preferred: Previous working experience in the nonprofit sector
- **Strongly Preferred Bilingual: English & Spanish**

This position description is intended to be general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

This is a 36 hrs/week non-exempt position with the availability of medical health insurance coverage. Some evening hours required.

To Apply

Mail or email cover letter and resume to: Saint Joseph Parenting Center, c/o Measi O'Rourke, Yerwood Center, 90 Fairfield Avenue, Stamford, CT 06902 or email morourke@sjpcenter.org

Agency Background

Our Vision

All children live in a world free of abuse and neglect.

Our Mission

To strengthen families that are at risk of child abuse and neglect by providing parenting education and support.

What do we provide for families?

Established in 2010, SJPC is a nonsectarian community and resource center for parents. SJPC offers 28 different parenting classes and a fatherhood program, individual case management along with a food pantry, hot meals and incentives for attendance. Saint Joseph Parenting Center's goal is to equip parents through education to change unhealthy parenting patterns and to foster healthy ones in an effort to decrease the incidence of child abuse and/or neglect. SJPC will provide these parents of children, from birth to age twelve, with the knowledge and tools to be more caring and productive people, parents and members of society.