

CAREER OPPORTUNITY

Title: Refugee Volunteer Coordinator

Hours: Full-time (37.5 hours, non-exempt position)

Brief Description:

Provide support of the Refugee Resettlement program mission through coordination, supervision, and support to volunteers and assigned interns in the refugee resettlement program. Communicate with Manager and program staff regarding volunteer and programming needs and facilitate use of volunteers to fulfill programming. Provide coordination and collaboration with community partners such as schools, churches, and service groups to fulfill volunteer needs.



KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

- I. Key Responsibility Area: Volunteer Training and Engagement**
 1. Provide program specific volunteer training for new volunteers.
 2. Develop and implement group volunteer projects for engagement of volunteer groups in service opportunities.
 3. Develop and plan training, volunteer recognition, and activities for development and retention of program volunteers.
 4. Schedule volunteer check-ins, individualized according to the level of involvement and support of the volunteer.
 5. Maintains current knowledge of resettlement programming to serve as a representative in speaking to volunteer service groups, and other community partners.

- II. Key Responsibility Area: Coordination of Refugee Program Volunteer needs**
 1. In consultation with the Program Manager and relevant staff, identify needs and opportunities for volunteer and intern engagement.
 2. Ensure volunteer and internship position descriptions are developed and maintained.
 3. Develop volunteer management tools and practices for scheduling and ongoing engagement of volunteers.
 4. Work collaboratively across agency departments (including HR, communication, and development) with key staff in the recruitment and onboarding of prospective program volunteers.

- III. Key Responsibility Area: Administration and Data Collection**
 1. Maintain volunteer records for active volunteers.
 2. Manage and track in-kind donations made to the program.
 3. Coordinate cross departments (development and accounting) for tracking the value of donated goods and services, including required processes for Match documentation.
 4. Complete timely closure for inactive volunteers, following agency procedures for volunteer management.

- IV. Key Responsibility Area: Teamwork and professional growth**
 1. Actively participate in team processes during *meetings* and informal collaborations.
 2. Appropriately utilize supervision toward professional development.
 3. Support and encourage volunteers and student interns in their development and professional growth.

Minimum Requirements:

- Bachelors degree preferred, some college and exceptionally related experience may be considered in lieu of degree
- Experience in Volunteer management and coordination
- Sound organizational skills
- Ability to work with diverse populations
- Willingness to work flexible hours
- Valid Ohio driver's license
- Access to dependable transportation

*All interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley, 922 W. Riverview Ave., Dayton OH 45402
Or e-mail to jobs@cssmv.org Or fax to 222-6750*