Job Title: Volunteer Coordinator  
Department: Community Engagement and Training  
Reports To: Manager, Engagement and Policy Initiatives

**SUMMARY**

The Community Engagement and Training (CET) team involves local communities in intentional conversations and advocacy efforts that strive to create awareness and solutions to ending violence experienced at the individual and community level. The position of Volunteer Coordinator is a part-time (20 hours/week), 1-year contracted position. The Volunteer Coordinator is responsible for building capacity, supervising volunteers, and maintaining TurnAround’s volunteer program. The Volunteer Coordinator will focus on increasing the Volunteer Network’s capacity, effectiveness, and efficiencies. Those who do best in this role have strong knowledge of trauma-informed strategies, the ability to be flexible and work both independently and as a part of a collaborative team, and ideally has prior management experience.

**CLASSIFICATION:**

**SALARY RANGE:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop a work plan, programming calendar, and timeline for implementation.
2. Further develop program materials such as a policies and procedure manual, volunteer position descriptions, promotional fliers or brochures, and screening, training, and evaluation tools.
3. Develop a volunteer recruitment plan with a specific focus on diversifying the demographics of the Volunteer Network base.
4. Recruit, screen, and facilitate orientation and onboarding trainings for volunteers.
5. Supervise volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
6. Maintain accurate records of volunteer participation and trainings for data reporting.
7. Develop and maintain community partnerships to support the Volunteer Network.
8. Create and maintain a Volunteer Network monthly newsletter.
9. Act as liaison between field advisors/internship candidates and their intended supervisor(s) at the agency; recruiting and performing initial screening of internship candidates.
Partnership and Networking:

1. Identify, cultivate, and maintain relationships with community leaders, organizations, and networks that expand volunteer engagement and programmatic efforts.
2. Representing TurnAround, Inc. at community events (ex: health fairs, resource fairs)

Event Coordination and Special Programming:

1. Lead the planning, organizing, and execution of the annual Volunteer Appreciation Banquet.
2. Special programming: lead, supervise, and execute the annual Holiday Assistance Program, with support from the Survivor Initiatives Coordinator.
3. Provide additional support for annual CET and agency-hosted events, such as Take Back the Night, Purple Poetry Book, and our 7 Weeks of Giving Campaign.

EDUCATION AND EXPERIENCE

1. High school diploma; bachelor’s degree in related field preferred.
2. Experience working in the nonprofit sector preferred.
3. Experience in effective and compassionate management preferred.
4. Experience with long and short-range project development.
5. Experience working with survivors of sexual assault or other personal violence preferred.
6. Strong oral and written communication, organizational, and planning skills.
7. Willingness to travel and work occasional evenings and limited weekends as necessary; reliable transportation preferred.

LANGUAGE SKILLS

1. Excellent interpersonal, teamwork, problem-solving and communication skills.
2. Ability to effectively present information to those with varying types of learning styles.
3. Ability to speak effectively to collaborative agencies, employees, and clients of the Agency.

REASONING ABILITY

1. Ability to develop and implement short and long-range projects.
2. Ability to effectively understand responsibilities and designated tasks.
3. Ability to work independently within a given framework and handle multiple tasks.
4. Ability to have a mature, confident, patient, and resilient disposition.

TECHNICAL SKILLS: Strong computer skills, including knowledge of Microsoft Office (Word and Excel, Publisher), Canva, virtual learning platforms and Apricot Software or equivalent software is preferred.

ADDITIONAL DUTIES: Social media: Able to take pictures and compose posts when appropriate at outreach events, presentations, and trainings for TurnAround’s social media accounts.

WORK ENVIRONMENT: This position is remote/mobile with the potential for some standard office environment work on an agreed-upon schedule and the approval of a direct supervisor in addition to traveling to various sites in the Baltimore City and County communities. Office runs from 9am-5pm EST. Limited weekend and evening hours are required.