

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services Volunteer Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 6 **FLSA Status:** Non-Exempt **Date Approved:** 11/20/19

SUMMARY:

Under the direction of the Homeless Services Program Manager, the Volunteer Coordinator is responsible for sourcing and recruiting volunteers, internal/clients and external/community members; overseeing the Homeless Services Volunteer Program; data collection of availabilities and skills, as well as volunteer hours served. This position also solicits food and clothing donations from the community at large.

SUPERVISION RECEIVED:

Homeless Services Program Supervisor

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Develop and implement Homeless Services Volunteer Program.
2. Recruit and manage volunteers - allocating responsibilities, supervision of performance and retention of volunteers.
3. Ability to communicate the mission of the Homeless Shelter and need for volunteer assistance, as well as food/clothing donations to engage a variety of local organizations, high schools and companies.
4. Disseminate information for upcoming needs and events.
5. Keep detailed records volunteer information and assignments.
6. Keep detailed records of donations of food and clothing.
7. Motivate and inspire community members to participate in the Homeless Services Volunteer Program and donate food and clothing.
8. Develops volunteer teams for holiday/special events, as necessary.
9. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:

1. Data collection and reporting.
2. Ability to work with a diverse population.
3. Works with Homeless Services Food Prep Lead to identify food needs.
4. Works with the Homeless Services Operations and Program Services Supervisors to identify client clothing/hygiene needs.

5. Works with Homeless Services Food Prep Lead to receive inspect and confirm the quantity and quality of food donations delivered.
6. Attend and participate in in-service training programs, staff meetings and safety meetings.
7. Work both independently and in a team environment.
8. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- A. High School diploma or equivalent.
 - a. Experience: One-year supervision in a volunteer or operations program. Experience in volunteering locally.
 - b. Management knowledge to include:
 - Organizational skills and working knowledge of databases and MS Office, especially Excel.
 - Ability to communicate the mission of the Homeless Shelter and need for volunteer assistance to a variety of local organizations, high schools and companies.
 - c. Ability to coordinate a team.
 - d. Experience recruiting through various channels.

Knowledge of:

- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Organizational practices

Ability To:

- Multi-task in a hectic environment
- Analyze problems; identify alternative solutions
- Plan, organize and allocate resources
- Able to communicate with people of diverse backgrounds
- Develop and arrange appropriate volunteer orientation and training
- Produce daily volunteer schedules for activities – follow up with volunteers and groups
- Work independently
- Prepare clear, concise reports
- Exercise sound, independent judgement within general policy guidelines
- Operate and use modern office equipment including multi-line phone system
- Effectively organize and prioritize assigned work
- Establish and maintain effective working relationships with other people
- Proficient at Windows based computers and working knowledge of Excel, PowerPoint, and Microsoft Word & Outlook

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.
- Fully fluent in English, Spanish desirable.
- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

WORK ENVIRONMENT:

- *Work is primarily performed indoors/outdoors.*
- *Noise level is moderate.*
- *Hazards are relevant to work environment.*

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Volunteer Coordinator			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting		x	
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100 lbs+	x			x		