



Volunteer Coordinator Job Description

Organization

The mission of Restore Corps is to eradicate human trafficking by empowering survivors, equipping communities & seeking justice through systemic change. Every team member of Restore Corps is expected to own all three prongs of the organizational mission.

We are a Christian, faith-based organization with a focus on professional excellence.

Position

Reporting to the Community Engagement Manager, the Volunteer Coordinator (VC) is responsible for cultivating and expanding volunteer engagement to provide additional resources for client support and sustainability. This position and expectations will include recruiting, training, and managing volunteers, as well as developing systems to champion and increase human capital of volunteers towards the overall mission of Restore Corps. The VC provides direction, coordination, presence and consultation for all volunteer functions. The Volunteer Coordinator will team with the Community Engagement Manager ensuring coordinated efforts towards community engagement in our service area.

Empower Survivors - Key Responsibilities

- Cultivate strategic opportunities to leverage volunteer involvement for survivor needs
- Team with Survivor Services Team to be up to date with planned survivor activities in order to partner volunteers with existing needs
- Recruit and schedule volunteers for specific survivor needs as requested by survivor services team
- Ensure volunteer feedback from survivor outings is communicated back to the survivor services team
- Utilize appropriate organizational systems to ensure volunteer engagement for survivor needs. Create additional or alternative systems, as needed, in coordination with Community Engagement Manager
- Communicate Volunteer systems clearly and effectively within the Communication Engagement Team and to the Survivor Services Team
- Survey survivor services staff regularly to assess needs for volunteer assistance
- Reevaluate systems annually
- Develop, promote, and maintain a wide range of volunteer opportunities within Restore Corps

Equip Communities - Key Responsibilities

- Cultivate relationships with interested volunteers to leverage individual interests and skill sets towards an engaged volunteer database for Restore Corps' needs
- Actively participate in relationship building opportunities with Restore Corps partner churches
- Create (or utilize predetermined trainings) and conduct regular training sessions for all volunteers, specific to the opportunities
- Create and maintain volunteer opportunity descriptions
- Create opportunities for easy on-ramps of volunteer participation and a pipeline to volunteer "ownership" in the cause of counter-trafficking work

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- Schedule trained volunteers efficiently and proactively; communicate the schedule to various parties in a timely manner - handling all preliminary and follow up communication with the contact person(s) for the volunteer opportunities, needs and interests
- Attend and engage at all community speaking engagements and RC events where volunteer recruitment will be expected
- Empower community members through volunteer opportunities towards the creation of a core volunteer team
- Onboard and orient new volunteers efficiently and effectively - including university interns from local institutions
- Ensure ongoing training pipeline for engaged volunteers
- Ensure data capture of volunteer information and data (activities, services, hours, etc) from volunteer engagement for internal usage and reporting, including intern hours and reporting
- Develop ways to streamline volunteer, staff, and client feedback into more beneficial volunteer experiences while creating community among the volunteers – assisting them in the realization they are an integral part of the Corp Team

Change Systems - Key Responsibilities

- Team with Community Engagement Manager and Survivor Care Manager towards efficient facilitation of Live Worth Saving
- Evaluate opportunities to leverage volunteer buy-in towards legislative and system advocacy
- Develop and maintain relationships with volunteer organizations in the area (Volunteer Odyssey, Volunteer Mid-south, etc)
- Develop and maintain systems to track information needed for granting and strategic planning purposes.
- Identify community outreach opportunities (fairs, festivals, local markets) and work with the Community Engagement Manager to identify strategic opportunities. Staff accordingly.
- Proactively provide content to the Communications and Events Coordinator towards a quality monthly newsletter about volunteer experiences and spotlights
- Create volunteer feedback loops to inform the Restore Corps social media community on volunteer experiences with previously trafficked individuals

Education, Experience and Skills:

- Minimum BA/BS degree, or commensurate experience in related field (s)
- Background in Communications, Education/Training, Nonprofit Management encouraged
- Must have excellent communication skills
- Must possess capacity to discern and understand grant compliance requirements and budget stipulations in order to effectively facilitate volunteer program and champion organizational mission



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- Good interpersonal relationship abilities
- Must also be able to work independently as well as in group settings.
- Excellent, proven organizational skills.
- Willingness to engage in courageous 1 on 1 and group conversations to debunk myths about human trafficking and learn from one another regarding how to walk the community alongside survivors
- Demonstrated ability to understand and articulate best practices around services for at-risk individuals and families.
- Demonstrated ability to understand and articulate best practices around volunteer systems creation and facilitation
- Know how and proactive agency to evaluate all aspects of volunteer programs to ensure effectiveness and to implement changes
- Proficient computer skills, including Salesforce data entry and reporting, word processing and spreadsheets, Powerpoint, Prezi, etc
- People-oriented with demonstrated ability to build rapport and gain trust with diverse populations.
- Ability and willingness to work irregular hours when needs dictate. Must be available for volunteer serve days, special events, community training and more
- Fast learner, quick mind, capacity for hard work.
- Valid driver's license, state-required driver's insurance and access to reliable personal transportation; ability to travel throughout West Tennessee
- Sense of humor.

Initial and subsequent random drug screening is required as per agency policy. A background check is also required.

Additional Requirements:

Must be willing and able to embrace and exemplify our corps values and statement of faith.

Starting Salary: Depends on experience and training; \$15-20/hour. Partially grant-funded position.

Hours: Part-time with the potential of promotion to full-time. Willingness to work evening and weekend hours, as volunteer opportunities and coordination dictate.

Interviews will be scheduled as qualified applicants apply.

No phone calls accepted for this position. Please submit a cover letter and resume with the job role in the subject line to careers@restorecorps.org