



"Building strong, healthy, self-sufficient families since 1992"

Website: www.fscss.org

201 Capitol Way N. - Downtown Olympia - Corner of State and Capitol Way
PO Box 784, Olympia, WA 98507-0784 Phone: (360) 754-9297 Fax: (360) 528-2004

POSITION TITLE: Volunteer Coordinator

REPORTS TO: Homeless Family Services Program Manager

SALARY RANGE: \$14-\$16 per hour DOQ, includes paid sick, vacation, and holiday time.

HOURS: 20 hours per week, may include evening and weekend work

About Us: The Family Support Center of South Sound is a nonprofit 501c3 multi-service agency located in Olympia, Washington, founded in 1992 to provide families with coordinated supportive services in one centralized location with the mission, *"Working Together to Strengthen All Families"*. The Family Support Center seeks to build strong, healthy, safe, and hopeful families through collaborative programs and services, with the goal to reduce the impacts of family and child poverty, homelessness, and family violence in the South Sound community.

Position Summary: The Volunteer Coordinator's main objective is to work in collaboration with the AmeriCorps VISTA member to recruit, train, schedule, and coordinate volunteers for the organization. Pear Blossom Place, our region's largest 24 hour emergency shelter for families is staffed 100% by volunteer nightly. The Volunteer Coordinator position is critical to ensuring the shelter remains open every night.

Job Requirements/Qualifications:

- **Experience:** Successful applicant must have 1 or more years of experience in volunteer coordination.
- **Education/Training:** Bachelor's Degree or commiserate work experience in communications, journalism, marketing, social work, or a related field.
- **Technology:** Proficient in computer use, including Microsoft Windows programs.

Desired Knowledge/Skills/Attributes:

- Supports the mission of the Family Support Center; must be passionate, committed, and possess a strong desire to help families and children
- Must have excellent, professional written and oral communication skills including comfort speaking in large and small groups
- Be a self-starter, able to complete tasks with minimal oversight
- Strong ability to coordinate schedules, communicate needs, and manage 150+ volunteers
- Ability to work well with others and foster collaboration
- Supervision experience
- Knowledge/familiarity with the Family Support Center is desired

PRIMARY RESPONSIBILITIES

- Work in partnership with the AmeriCorps VISTA member to recruit, train, and manage volunteers for Pear Blossom Place
- Ensure daily shifts at Pear Blossom Place are covered by volunteers, and communicate in ample time to supervisor when gaps in coverage appear
- Interview potential volunteers, complete all required paperwork and background checks
- Schedule and lead ongoing volunteer trainings
- Work to increase volunteer retention, providing ongoing training opportunities
- Match volunteers with identified tasks/volunteer roles based on their interests, experience, level of commitment and availability.

"working together to strengthen all families"

EXECUTIVE DIRECTOR: Trish Gregory OFFICERS: Marie Lanese, Chair • Dan Smith, Vice Chair • Sara Holt Knox, Interim Secretary • Christian Skillings, Treasurer
BOARD MEMBERS: Jane Field • Michelle Harvey • Elizabeth Petrich • Theresa Slusher • Brian Wiele • Eric Sullivan • Ken Miller

- Document and log volunteer and intern hours; complete volunteer hour certification requests, intern evaluations, and exit interviews with volunteers to evaluate the volunteer program.
- Supervise the work of the volunteers and interns and provide ongoing support and training through group and individual meetings, check-in phone calls, e-mails, and personal appreciations for their efforts.
- Work with AmeriCorps Youth in Service and VISTA members to facilitate at least one annual volunteer appreciation event per year.
- Supervise college work-study students at Pear Blossom Place
- Research and identify applicable community groups, events, and meetings to attend with the purpose of recruiting volunteers, increasing agency visibility, and providing direct resource information to clients
- Participate in agency's on-call rotation to provide backup support to volunteers in evenings; approximately 3-4 weeks per year.
- Other duties as assigned

Interested applicants should submit professional resume, cover letter, and three references via email to Natalie Skovran at natalies@fscss.org or by mail to PO Box 784 Olympia, WA 98507. No phone calls.
Position open until filled.