



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Volunteer Program Specialist	Job Category:	Administrative
Classification:	Community Based Services	WC Code #:	8742
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$18.67 per hour	Position Type:	Full time; 40 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Campus Coordinator		
Benefits:	10 Paid holidays, 152 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

Applications Accepted By:

E-mail:
applications@alliance4you.org
 Subject Line: VCC Volunteer Program Specialist

Job Description

Role and Responsibilities

As the volunteer program specialist, you will be responsible for overseeing Valley Crisis Center’s volunteer program including recruitment, training, support, and outreach. General community outreach is also an important part of this position. Bilingual/Multilingual (Spanish, Hmong, Punjabi) and bicultural/multicultural preferred. Must have a clean driving record and have had a driver’s license for at least 5 years. Proof of COVID-19 vaccination required upon being hired.

Volunteer Coordination Support:

- Conduct outreach and volunteer interviews prior to each volunteer training
- Responsible for the administrative coordination of volunteers (schedules, outreach, communication, training, logistics, etc.)
- Ensure volunteer folders are maintained and information necessary for reports is shared with program directors/administrative team
- Maintain a tracking system for volunteer participation
- Coordinate no less than 2 domestic violence and sexual assault trainings each year.
- Coordinate monthly volunteer meetings
- Work with program and shelter coordinator to assign volunteers to the back-up calendar

Community Outreach

- Create and present trainings to community groups on Domestic Violence, Sexual Assault, and Human Trafficking, working with youth, and working with marginalized communities
- Seek out and schedule volunteers for tabling events
- Write press releases for VCC for events or other notable items
- Participate in the Friend’s of Valley Crisis Fundraising group to determine appropriate groups to outreach to and where volunteers can contribute
- Maintain VCC Facebook and other social media pages with regular updates.





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Other Duties:

- Other duties as assigned
- Participate on the 24 hour crisis hotline calendar
- Adhere to Alliance values, standards, and mission statement
- Represent Alliance in the community in a professional and competent manner

Qualifications and Education Requirements

Knowledge of:

- Domestic Violence and Sexual Assault service delivery
- Crisis intervention and peer counseling techniques
- Criminal justice system and community resources
- Computers and software programs (Word, Excel, internet, PowerPoint)
- Youth developmental techniques
- Community mobilization strategies
- Presenting and training creation

Ability to:

- Communicate effectively orally and electronically in writing
- Organize and prioritize tasks according to deadlines and client needs
- Work effectively with limited supervision, high stress, and rapidly changing situation and circumstances
- Demonstrate sensitivity to the cultural/ethnic diversity of the service population
- Supervise volunteers from various backgrounds and levels of experience
- Effectively plan and facilitate trainings and presentations

Education/Experience:

- High School Diploma/GED with two years work or volunteer experience in the field of social services

Physical Requirements:

- Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended amounts of time
- Facility to see read and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Physical agility to lift and carry up to 25 pounds, and to bend, stoop, walk and reach overhead
- Physical agility to push/pull, squat, twist and turn
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:





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- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver’s license, and DMV clearance
- Must be able to provide proof of COVID-19 Vaccination upon hiring.

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	6/28/17	Revised Job Description Date:	10/18/21

*** Upon Hire, this will be signed and dated by the applicant. ***

Signature

Date

