



**Manager, Volunteer Services – Full Time**  
**\$46,000-\$55,000**

Are you committed to helping others?

Safe & Sound Somerset is looking for a creative, energetic, and passionate **Manager of Volunteer Services** to join our dynamic trauma-informed organization. Partial remote opportunity.

**What Your Day Will Look Like**

In this role, you will recruit and train new organization volunteers, oversee the organization's 60-hour DV/SV advocate training, and work with other departments to identify program volunteer needs. You will also work to develop a plan for ongoing volunteer training, recognition, and appreciation.

Your goal will be to implement a volunteer engagement and retention plan that supports and expands Safe+Sound Somerset's capacity to serve survivors of domestic and sexual violence by harnessing the skills, expertise, and passion of volunteers.

**What You Bring to this Role**

First and foremost, you'll bring a level of enthusiasm towards helping survivors of domestic and sexual violence. You'll use your strong communication skills, your stellar organizational skills, and your high level of emotional intelligence to identify and meet the organization's volunteer needs and build a volunteer force that is connected and engaged with Safe+Sound Somerset's mission and values.

You will need an Associate's degree in public or human services, social work, business, or related field; or 3 years' experience working in a related field. Minimum 2 years' experience in managing volunteers and volunteer programs. Experience in training development and facilitation required.

**What We Offer**

We believe in continuous learning and will provide you with professional development workshops. You will be surrounded by a committed, multi-disciplinary team environment. Part time and opportunities offer flexible schedules. Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. We are proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.

To learn more, visit our website at [www.safe-sound.org](http://www.safe-sound.org)

Please submit your resume and letter of interest to [humanresources@safe-sound.org](mailto:humanresources@safe-sound.org)



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Manager, Volunteer Services
<b>WORK HOURS:</b>	Fulltime: 35 Hours
<b>EXEMPT/NON-EXPEMT</b>	Exempt, Salary
<b>REPORTS TO:</b>	Director, Outreach and Prevention
<b>TITLE BAND:</b>	D
<b>REMOTE ELIGIBLE:</b>	Partial
<b>SALARY BAND:</b>	\$46,000-\$55,000

### **JOB SUMMARY:**

This position is responsible for the strategic recruitment, training, and retention of volunteers for the organization and its programs.

### **DUTIES AND RESPONSIBILITIES:**

#### **Program Operation and Client Services:**

- Responsible for the operational management of volunteer services within the organization including but not limited to recruitment, placement, and retention activities.
- Development and revision of volunteer strategy, policies and procedures to support volunteer and organizational success, training, and safety.
- Primary lead in the facilitation and execution of VAWA compliant 60 -hour Domestic Violence/ Sexual Assault Training at least bi-annually, for DVRT, CSVA and organizational volunteers and staff.
- Manage and revise online training materials and platform as needed to meet the education and training needs of organizational volunteers and staff.
- Coordinate ongoing and specialized training for volunteers and staff to meet organizational training and education needs.

#### **Relationship Development**

- Responsible for the co-creation and delivery of presentations and trainings in support of sexual assault and domestic violence direct service volunteers and staff
- Create and maintain organizational relationships to support the ongoing recruitment and expansion of volunteer pool and opportunities.
- Create and manage ongoing volunteer communications to maintain engagement, increase recruitment and recognize work of volunteers throughout the year.

#### **Organizational**

- Participate/lead in organizational team meetings and committees as directed.
- Participate/lead in board, committee and ad hoc meetings as directed.
- Participate in organizational outreach and fundraising events as directed.
- Other duties as required for the continuity of the organization's services.

#### **Reporting:**

- Responsible for the collection, management, and reporting of monthly, quarterly, and annual program data, including analysis of trends, gaps, and areas of growth.

**SUPERVISORY:**

Volunteers; Interns

**QUALIFICATIONS:**

Associates degree in public or human services, social work, business, or related field; or 3 years' experience working in a related field. Minimum 2 years' experience in managing volunteers and volunteer programs. Experience in training development and facilitation required. Strong knowledge of domestic violence / sexual assault preferred; experience in Trauma-Informed work a plus. Ability to work remotely both, independently and in team collaboration. Proficiency in Microsoft Office 365 Suite, database navigation, remote communication, and work technology.

**Requirements of Employment:**

Background Check: Satisfactory result required upon hiring and every 3 years to maintain employment. Completion of mandatory 60-hour training in Domestic Violence/Sexual Assault within the first 90 days of employment. Completion of required, general trainings within first 90 days of employment. Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations. Must be able to remain in a stationary position at least 50% of the time. Required to occasionally move about inside the office to access file cabinets, office machinery, and move boxes and materials, up to 20 lbs. Staff may be required to work outside of their normally designated work hours to include evening hours and weekends.

**Organizational Commitment:**

I understand the above job description. Furthermore, I commit to uphold the trauma informed Vision, Mission, Core Values, (NASW) Code of Ethics, Statement of Confidentiality and Anti-Racism Commitment of Safe + Sound Somerset in all interactions with clients, staff, volunteers, partners, and community members.

**Commitment to Equity in Hiring:**

Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. Safe + Sound Somerset is proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.

Safe+Sound Somerset provides equal employment opportunities to all employees, applicants, and job seekers and is committed to making decisions using reasonable standards based on the individual's qualifications as they relate to a particular employment action including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence,

compensation, and training. No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, military status, marital status, parental status, ancestry, genetics, or any other characteristics protected by federal, state, or local laws.

Safe+Sound Somerset complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance including the Americans with Disabilities Act (ADA).