



Center for Child Protection

The Center for Child Protection is a nationally accredited children's advocacy center and the only non-profit in Travis County involved in the investigation of crimes against children. For more than 30 years, the Center has been the first stop for children in Travis County who are suspected victims of sexual abuse, physical abuse and for children who have witnessed a violent crime.

The Center is a child-friendly, specially-equipped facility where children go for recorded forensic interviews, medical exams, counseling and intervention during the investigation and prosecution of child abuse cases. All services are provided to children and their protective caregivers at no charge and are available in English and Spanish.

Job Description

Job Title: Volunteer Coordinator

Supervisor: Chief Program Officer

Job Summary: The Volunteer Coordinator is responsible for the recruitment, training, recognition, and retention of volunteers for direct service, events, marketing, data, and administration.

Salary Range: \$47,000-\$51,000

Minimum Qualifications:

- Bachelor's degree in behavioral science
- 2-3 years' experience in volunteer recruitment and supervision
- Ability to work with volunteers and community supporters
- Experience in social work/criminal justice system preferred
- Knowledge of volunteer outreach organizations in the community
- Ability to work with diverse groups in stressful settings
- Ability to work with a multi-disciplinary team

- Ability to communicate effectively and professionally, especially in challenging and complex environments
- Ability to problem solve and think creatively
- Bilingual English/Spanish preferred

Job Tasks:

1. Recruits, supervises, and retains volunteers
2. Maintains volunteer application and performs screening process and background checks
3. Trains, schedules, and coordinates volunteers for various organizational needs, including direct service and special events
4. Develops and facilitates volunteer orientation and training
5. Conducts volunteer pre-training and post-training interviews
6. Establishes and maintains community relationships for development and fulfillment of volunteer opportunities
7. Develops and maintains relationships with universities and intern programs
8. Maintains volunteer files and inputs volunteer information into database
9. Develops and maintains statistical reporting of volunteer activities and hours
10. Conducts annual volunteer program evaluation
11. Nominates volunteers for award and recognition
12. Coordinates annual volunteer appreciation event
13. Maintains a comprehensive knowledge of the mission, core values and vision of the organization and the children's advocacy model
14. Represents the organization and speaks at community events, as requested
15. Conducts Center tours, as requested
16. Provides program coverage for forensic, therapy and medical appointments, as needed
17. Attends regular staff meetings and other community meetings as assigned
18. Attends weekly supervision with Chief Program Officer to review program progress and upcoming objectives

19. Performs other duties as assigned

FLSA:

Exempt

Physical Requirements:

Reaching	Occasionally
Handling	Occasionally
Talking	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

Strength:

Light Work - Lifts up to 20 pounds occasionally

Environmental Conditions:

Noise: Moderate

Work Situations:

Direct/Control/Plan
Influencing People
Dealing with people
Making Judgments/Decisions

Equal Opportunity Employer

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.

CACTX designates Children Advocacy Centers as an essential employer.

To apply, send your cover letter and resume to
employment@centerforchildprotection.org.