

JOB DESCRIPTION

Title: **Volunteer Coordinator**
Program: Philadelphia Recovery Community Center
Supervisor: Senior Peer Services Coordinator
Classification: Full Time, evening and weekend hours as needed

Qualifications: Bachelor's degree in related field or comparable documented experience. Experience with supervision of staff and/or volunteers. Experience in outreach, networking and promotion. Knowledge of alcohol and other drug prevention and an understanding of recovery issues and core addiction practices. Must be able to work well with people and be comfortable with public speaking; cross-cultural skills and experience with culturally diverse populations. Demonstrated excellence in written and oral communication skills. Good computer skills (Microsoft Office Suite). Ability to multi-task. Knowledge of multiple languages a plus. Current valid Pennsylvania driver's license, insurance and vehicle.

Duties and Responsibilities:

1. To provide outreach, screening, selection, support and training of Recovery Community Center volunteers.
2. Recruit, interview, screen, train, provide orientation and place volunteers for Philadelphia recovery support programs. Nurture volunteers to improve their connection to the organization.
3. Provide communications, training, and coordination and support to mobilized membership.
4. Assure proper supervision of volunteers; maintain volunteer records and schedules; interpret Council policies for the volunteers.
5. Maintain project logs, reports and records.
6. Assist with community awareness campaigns. Coach and provide technical assistance to campaign committees, correspondence and mailings for Philadelphia PRO-ACT committees.
7. Manage PRO-ACT database with all incoming and outgoing information; data collection and reporting.
8. Assist in coordination and implementation of regional and local leadership trainings.
9. Work with other staff to implement member educational series and meetings.
10. Provide training and technical assistance to established local groups.
11. Other related duties as determined and approved by Project Director.

Salary Range: \$32,919 - \$50,643

Revised: November 2007

Employee Signature Date

Supervisor Signature Date