

# Volunteer Job Description



<b>Position Title:</b>	Volunteer Coordinator Intern	<b>Reports to:</b>	Program Manager
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<b>Position Summary:</b>
The volunteer coordinator is responsible for the recruitment, retention and support of volunteers for the Peer Connections Program.

<b>Essential Job Duties &amp; Expected Outcomes:</b>	
<b>Service Delivery</b>	<p>In order to provide the volunteer coordinator with hands on knowledge of the volunteer assignment the volunteer coordinator will provide volunteer hours one time a week for 3 hours in a session of the Peer Connections Program.</p> <p><b>Duties:</b> Peer partners are paired with a student with a social communication disorder and assigned to a not-for profit volunteer site with up to three other student pairs. Volunteer sites include The Leonardo Museum, Thanksgiving Point and The Goodwill Store. The responsibilities include:</p> <ul style="list-style-type: none"> <li>• Actively participate in goal-setting and feedback sessions throughout the program</li> <li>• Modeling social skills for the students with social communication disorders</li> <li>• Performing a community service assignment alongside a student partner</li> <li>• Onsite support to volunteer peers in the program</li> <li>• Ensure all health and safety policies are followed.</li> </ul>
<b>Consumer Services</b>	<p>Develop and implement a volunteer recruitment, retention and support system</p> <p><b>Working with Volunteers:</b></p> <ul style="list-style-type: none"> <li>• Coordinate with Transition Coordinators on volunteer needs</li> <li>• Recruit, interview and place applicants for volunteer work</li> <li>• Conduct and/or arrange for volunteer orientation and training</li> <li>• Coordinate with the Transition Coordinators on volunteer schedules</li> <li>• Provide ongoing support and guidance for volunteers</li> <li>• Act as a single point of contact for communications to the volunteers</li> <li>• Confer with volunteers and work with the Program Manager to resolve grievances and promote cooperation and interest</li> <li>• Organize and participate in volunteer recognition programs and special event</li> <li>• Work proactively with staff to provide accurate information and assistance to the volunteers</li> </ul>



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	<p><b>Recruitment:</b></p> <ul style="list-style-type: none"> <li>• Attend University and College Partnership meetings</li> <li>• Host and attend recruiting events within the community to attract qualified candidates</li> <li>• Work with ESGW Marketing and Public Relations to publicize opportunities for volunteers</li> <li>• Develop and maintain relationships with other volunteer organizations within the area</li> <li>• Identify community outreach opportunities such as fairs, festivals, local markets and organizations</li> </ul> <p><b>Retention:</b></p> <ul style="list-style-type: none"> <li>• Create and distribute various communications</li> <li>• Author Quarterly newsletter</li> <li>• Facilitate distribution of information relevant to volunteers</li> <li>• Maintain schedule of opportunities</li> </ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>• Evaluate all aspects of volunteer programs to ensure effectiveness and recommend/implement changes as appropriate</li> <li>• Assist in identifying programmatic needs and communicates them to the ESGW staff.</li> </ul>
<b>Record Keeping</b>	<ul style="list-style-type: none"> <li>• Assist as requested in completing paperwork in a timely and accurate manner</li> <li>• Maintain accurate records and provide timely statistical and activity reports on volunteer participation</li> <li>• Document volunteer policies and procedures</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Attends meetings and training as necessary.</li> <li>• Regular and predictable attendance is an essential element of this position.</li> <li>• Ensures that safe work practices are maintained.</li> <li>• Maintains confidentiality of participants, employees and ESGW information at all times.</li> <li>• Other duties as assigned</li> </ul>

<b>Essential Job Requirements:</b>	
Education	<ul style="list-style-type: none"> <li>• High School/Equivalent</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Must be self-motivated, flexible, enjoy challenges and must be willing as part of a team.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 0-2 years</li> <li>• Experience or Interest in working with persons with developmental disabilities</li> </ul>
Physical Requirements	<ul style="list-style-type: none"> <li>• Ability to move independently or with reasonable accommodation within the facility and community.</li> <li>• Must be physically and mentally able to perform all requirements of the job.</li> </ul>



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Background Check	<ul style="list-style-type: none"> <li>• Must pass a background check.</li> </ul>

Competencies	
<b>Building teams</b>	<ul style="list-style-type: none"> <li>• Willingly collaborates and cooperates with team members and others in the organization; develops effective working relationships with key associates.</li> </ul>
<b>Work commitment</b>	<ul style="list-style-type: none"> <li>• Keeps promises; identifies with organizational goals; takes the initiative to achieve goals and willingly expands extra efforts when necessary to get a job done.</li> </ul>
<b>Safe work practices</b>	<ul style="list-style-type: none"> <li>• Understands and follows guidelines set forth by loss control and safety program; uses personal protective equipment as necessary; follows procedure for reporting accidents.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Views change or problems as opportunities and as chances to develop new and better ways to do things; incorporates new ideas, processes and procedures in the work unit minimizing undesired effects and maximizing positive effects related to values.</li> </ul>
<b>Representing ESGW</b>	<ul style="list-style-type: none"> <li>• Projects a positive image of the organization, consistent with ESGW's values; upholds ESGW's ethical standards, demonstrates ESGW's commitment to the community.</li> </ul>

**To apply, please send your cover letter and resume to the Internship Coordinator:**

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 Honors College  
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