



## *Position Description*

**Position:** Assistant Volunteer Coordinator

**Classification:** AmeriCorps\*VISTA Volunteer

**Reports To:** Volunteer and Community Relations Coordinator

**Hours:** Full-time, 40 hours per week, 12 month commitment required, **beginning November 2008.**

**Benefits:** 15 vacation days after 6 months, 10 paid holidays and up to 2 floating holidays, health benefits and **monthly stipend** (\$949/mo) provided by AmeriCorps, **education award** after one year of service (\$4,725).

**Qualifications:** Bachelor's Degree required. Excellent people skills, written and verbal communication skills and strong organizational skills required. Experience in volunteer coordination, recruiting, and event planning preferred. Ability to take initiative and work efficiently and independently. Computer proficiency, including MS Word, Access, and Outlook.

### ***Duties & Responsibilities:***

**Overview:** In order for LPCS programs to reach their maximum potential, guests need a stable, safe, healthy, positive place in which to make life changes. The Assistant Volunteer Coordinator is responsible for recruiting, scheduling, and training volunteers to help create and ensure a safe, healthy, and respectful community for guests, and is also responsible for promoting the LPCS within the larger community.

### Volunteer Coordination

- ~~✍~~ Conduct outreach to and participate in volunteer fairs at local schools, churches, and civic organizations.
- ~~✍~~ Recruit new volunteers from various sources and develop new volunteer opportunities.
- ~~✍~~ Schedule, advertise and deliver effective training to new volunteers via monthly orientations.
- ~~✍~~ Respond via telephone/email to current and potential volunteers.
- ~~✍~~ Schedule and confirm volunteers to ensure volunteer coverage.
- ~~✍~~ Maintain volunteer information, including orientation materials, the Volunteer Manual, postings on Internet sites, and individual volunteer records, including database management using the Raiser's Edge software.
- ~~✍~~ Act as liaison to the Volunteer Committee.
- ~~✍~~ Manage GIVE (Guests in Volunteer Experience) – an extension of the On Track Program which encourages LPCS guests to give back to the community through volunteer service.
- ~~✍~~ Coordinate with other local non-profits to develop group and individual volunteer opportunities for guests.
- ~~✍~~ Coordinate donation drop-offs.
- ~~✍~~ Other duties as assigned.

### Special Events & Communications

- ~~✍~~ Support LPCS fundraising events as needed.
- ~~✍~~ Plan and attend volunteer events such as the annual appreciation party.
- ~~✍~~ Participate in the coordination and production of the LPCS newsletter and other communications materials.
- ~~✍~~ Prepare and send thank you letters to volunteers and donors promptly.
- ~~✍~~ Other duties as assigned.

### Operations & Administration

- ~~✍~~ Attend monthly staff meetings.
- ~~✍~~ Prepare monthly volunteer reports.
- ~~✍~~ Other duties as assigned.

The Lincoln Park Community Shelter is an equal opportunity employer.

### **To Apply:**

**Send Cover Letter and Resume to Heather Reynolds, Volunteer and Community Relations Coordinator:**

Email preferred: [lpcsinfo@lpcsonline.org](mailto:lpcsinfo@lpcsonline.org)

Fax: 773-549-1767

Mail: Lincoln Park Community Shelter, 600 W. Fullerton Pkwy., Chicago, IL 60614

**NO PHONE CALLS, PLEASE.**