



# Family Service

OF THE PIEDMONT

## POSITION ANNOUNCEMENT Victim Services Volunteer Coordinator September 13, 2017

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a Volunteer Coordinator to coordinate volunteer services to victims of violent and intrusive crime.

### Responsibilities:

1. Reduces stress and trauma to victims and their families by recruiting and supervising volunteers to provide support to FSP Victim Services staff.
2. Develops a competent and productive volunteer staff by providing individual and team supervision, delegating tasks and duties and maintaining a harmonious and positive work environment.
3. Provides comprehensive training to all volunteers and interns to ensure the highest quality service.
4. Schedules, staffs, and manages all volunteers and interns for FSP Victim Services.
5. Maintains all required volunteer statistical reports and oversight of the day to day operations of the volunteer program. Supervises all volunteers in following all legal and ethical requirements.
6. Assists Family Service of the Piedmont Victim Services staff in educating the community about family violence, domestic violence, sexual assault and other crimes by providing training and community education programs as needed.
7. Assists with the overall functioning of the agency by performing other duties as delegated or required.

### Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
4. Acts at all times in a manner appropriate with the professional provision of services, including proper decorum, overall presentation, grooming, cleanliness and hygiene.
5. Conviction about the capacity of people to grow and change.
6. Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.
7. Valid driver's license, clean driving record and the ability to operate a motor vehicle.
8. Ability to sit, stand, walk, lift light objects as needed, move about the office or otherwise perform the physical tasks required to perform the duties listed above.
9. Experience with Victim Services service provision preferred. Experience with Volunteer Management strongly preferred.
10. Minimum of Bachelor's level degree in criminal justice, human service or related field.

Send resume and letter by September 27, 2017 to:  
Human Resources  
Family Service of the Piedmont  
902 Bonner Drive  
Jamestown, NC 27282

**FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER**