
POSITION ANNOUNCEMENT

Pee Dee Coalition Against Domestic and Sexual Assault seeks individual to recruit and place volunteers and provide community education on the interpersonal violence issues in Chesterfield County. The primary worksite will be in Chesterfield.

Responsibilities include:

Assess need for volunteers in assigned county to include both direct and support services, education and training.

- **Implement existing policies and procedures for the recruitment, screening, placement, and evaluation of volunteers.**
- **Provide for formal and informal recognition of volunteers.**
- **Maintain accurate and up-to-date records.**
- **Enter all volunteer hours into database the first of each month.**
- **Maintain current job descriptions for all volunteer positions.**
- **Be familiar with all grant requirement regarding the utilization of volunteers and the documentation of volunteer hours.**
- **Community education through public speaking, media interviews, and attendance in community events.**
- **Coordinate special projects and community-wide events.**
- **Utilization of social media and website as a means of recruitment and communication with volunteers.**
- **Assist with direct services to victims and provide on-call back-up to volunteer victim advocates.**

Knowledge, skills, and abilities required include:

- **Ability to interact well with diverse persons, organizations, and groups**
- **Possession of leadership, organization, management, and interpersonal skills**
- **Non-judgmental attitude**
- **Knowledge of socio-cultural dynamics of domestic violence and sexual assault victimization**
- **Ability to work effectively under stress**
- **Ability to organize and effectively manage multiple priorities**
- **Ability to efficiently manage time and resources**
- **Excellent verbal and written communication skills**
- **Ability to manage and/or supervise volunteers**
- **Accurate data entry skills**
- **Ability to work flexible hours including evenings, nights, and some weekends.**
- **Must reside within 30 minutes' response time to area hospital.**

Bachelor's Degree required. Send cover letter and resume to pkight@peedeecoalition.org

