

Genesis Home Volunteer Coordinator Job Description

Background: Genesis Home works to end homelessness for families with children and for young people by providing housing and supportive services to foster independence. Genesis Home currently supports three programs. Our Family Matters Program can shelter up to 16 families at a time and allows families to stay for up to two years working on employment goals, continuing education, and developing life skills before moving into permanent housing. The Turning Point program provides supportive services and permanent housing to five families who are struggling with a diagnosed disability. The agency has seven full-time staff members (Executive Director, Director of Programming, two Case Managers, Facility Manager, Volunteer Coordinator and a Development Director) and six part-time staff members (6 morning/evening case managers). More information about the agency can be found at www.genesishome.org.

Volunteer Coordinator responsibilities: The Coordinator's time will be split 50-50 between addressing the agency's internal programmatic needs and administering Genesis Home's "Support Circle" program for families seeking permanent housing and general community support. The Coordinator will be responsible for recruiting, training, supervising, and recognizing volunteers who support the agency's clients and programming. The Coordinator will work with other agency staff to identify and publicize volunteer opportunities within the agency. Current programming includes Genesis Home's Learning Program which uses volunteers to provide structured academic support to school-age children three nights per week. **Because most activities occur after school or over the weekend, availability at these times will be required.** The agency offers a host of other volunteer opportunities including: board membership, special event support, enrichment activities for children, facility improvement projects, and reading to pre-school children. Other responsibilities of the position include, but are not limited to:

- Volunteer recruitment, training, supervision and recognition
- Performing background checks on prospective volunteers
- Preparing educational activities and enrichment events related to seasonal themes (i.e. Black History Month, the 4th of July, the Holidays, etc.)
- Knowledge of Genesis Home's in-kind donation needs
- Promptly returning phone calls and emails from prospective volunteers
- Hosting occasional tours of the agency
- Coordinating with agency staff to ensure that volunteers have appropriate support while on-site
- Ensuring that families are adopted for the holidays

The Support Circle program will require that the Coordinator recruit local congregations to help families sustain permanent housing in the community. Congregations will need to be oriented and trained and the Coordinator will be the lead administrator for inquiries from the community. The position will require that the hire work with local partners to create a training manual with expectations and guidance for congregations participating in the program. Communication with the HPRP (Homeless Prevention and Rapid Re-housing Program) and lead case managers for the adopted families will be crucial. The primary goal for the first year of the Support Circle program is to recruit at least ten congregations or civic groups and to match these volunteers with at least ten families. Progress toward this goal will be evaluated at the end of the first year of employment. The successful completion of this goal will likely result in higher compensation and ongoing full-time employment. If these goals are not met, the position will likely become a half-time (20 hours/week) position.

Qualifications: Required qualifications include a college degree, a passion for serving families and children, and proficiency in MS Office software. Candidates must be available to work evening and occasional weekend hours.

Compensation: Salary for the position will range from \$30-40,000 per year plus health benefits after the agency's 90 day probationary period.

To Apply: Send a current resume and a cover letter outlining your relevant experience to ryan@genesishome.org or a hard copy to:

Genesis Home
Attn: Volunteer Coordinator Search
300 N. Queen St.
Durham, NC 27701.

Position will be advertised until filled. No calls please. Genesis Home is an Equal Opportunity Employer.