

# Volunteer Coordinator

Sisu Youth Services



## Job Description

**Position Summary:** Sisu Youth Services offers shelter and support for youth experiencing homelessness. The Volunteer Coordinator will have varied tasks revolving around the recruitment, training, scheduling, supervision, and retention of volunteers in the emergency shelter and across all Sisu programs.

The Volunteer Coordinator is a non-exempt, full-time employee reporting to the Development Director.

### Essential Functions:

- Help maintain consistency in the delivery of service and adherence to program policies
- Promote community education projects to help increase awareness of Sisu and homeless youth missions
- Review and respond to incoming volunteer applications
- Facilitate volunteer training process and communicate next steps with volunteers
- Manage the volunteer schedule including training dates, shadow shifts, and volunteer stations
- Handle communication and coordination with volunteer groups who want to help in the shelter
- Accept donations and track information from donors
- Steward volunteers and ensure a positive volunteer experience
- Facilitate in-kind donation drives and communicate the shelter's needs
- Track and report volunteer numbers and hours monthly
- Ensure that all volunteers and donors receive timely responses
- Identify prospective volunteers as programs expand
- Organize volunteers for annual events
- Ensure all volunteer committees have the equipment and materials needed for the successful execution of their roles
- Offer evaluations and feedback to volunteers
- Performs other duties as assigned

### Education/Experience:

- High School Diploma or equivalent
- Experience with youth, mental health, or social services preferred
- Employment contingent on successful state and federal criminal background check for grant compliance

### Knowledge/Skills/Abilities:

- Must take initiative and work well in a team environment
- Proficiency in MS Office and other computer applications
- Strong written and verbal communication skills
- Work within deadlines and scheduled timelines
- Must be highly organized, able to solve problems independently, and assist in conflict resolution

- Knowledge of resources and willingness to research and learn new programs and initiatives
- Flexibility and willingness to adapt to an ever-growing and changing environment
- Ability to work with a diverse group of people and identify their skills to provide a mutually rewarding outcome
- Ability to retain firm control while building warm, empathetic relationships with volunteers
- Understanding the importance of efficient and effective task delegation

**Physical Requirements:**

- Must be able to bend, stoop, and lift items over 25 pounds
- Ability to stand for long periods of time
- Ability to use telephone, PC, copy machine, printer, and other office equipment
- Ability to use washer, dryer, and other household equipment ie. mop, broom, etc.
- Valid Driver's License with clean driving history, auto insurance, and reliable transportation. Local travel will be required

**Job Location:** Onsite - Oklahoma City, Oklahoma, United States

**Position Type:** full-time, nonexempt (40 hours/week)

**Scheduled Hours:** Varies; includes afternoons, evenings, and weekends

**Salary Range:** \$14-16 per hour

**Benefits:** Sick time accruals, paid time off accruals, medical, dental, vision and life insurance

**Application:** Qualified candidates should submit their resume via email to [employment@sisuyouth.org](mailto:employment@sisuyouth.org)

*Sisu Youth Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fairness and equity in all our employment practices without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.*