

HIDALGO COUNTY
COMMUNITY SERVICE AGENCY

SENIOR COMPANION VOLUNTEER PROGRAM
SCP Recruiter-Manager

ALL POSITIONS WITH CSA ARE CONTINGENT ON FUNDING ON A YEAR-TO-YEAR BASIS and must complete the required National Service Criminal History Checks before employment.

JOB SUMMARY/DESCRIPTION

Under the general direction of the SCP Supervisor and/or the Executive Director, the Volunteer Recruiter-Manager has the principal responsibility for developing and maintaining an extensive recruitment of volunteers for placement at the client's home and housing authority complex. The SCP Recruiter-Manager will assure daily project operations meet high standards of production, placement, effectiveness, and efficiency for all tasks and assignments. The Recruiter-Manager will assure the recruitment plan of action is followed, will execute placements of volunteers, and conduct necessary training and volunteer in service orientation training. The Recruiter Manager will assist the SCP Supervisor in all aspects of volunteer recognition activities, planning recruitment / training and fundraising. The Recruiter-Manager is expected to prepare all necessary reports required contractually, annually, or otherwise on a timely manner. Volume of work may increase at peak seasons and will require the work schedule accommodates for increase in work load and/or plans and procedures for on-going changes and/or updates, funding related issues, and/or compliance measures, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs and executes SCP Supervisor, ED's, and/or funding source plans for volunteer recruitment, orientation and placement, and/or assignments of project volunteers.
2. Performs and completes all project forms, Memorandum of Understandings, and/or volunteer applications required by funding source, SCP Supervisor, and/or Sponsor Agency.
3. Develops and/or assists SCP Supervisor and ED's plans for developing procedures for measuring the progress of the volunteer assignments and/or volunteer satisfaction.
4. Collects, organizes, and analyzes data required in the development plans or programs, and prepares progress reports for SCP Supervisor and/or ED.
5. Will review and validate volunteer time sheets, volunteer applications, and/or complete steps and procedures for volunteer stations.
6. Will assign volunteer travel reimbursements as prescribed by Senior Companion Supervisor.
7. Reviews planning material or curriculum and/or attend inhouse, webinars, out of town trainings for grant compliance.
8. Schedules and attends staff meetings, on-site evaluations, and maintains up to date calendar events.

9. Arranges and provides orientation or in-service instruction for the SCP volunteers as required.
10. Develops and coordinates a healthy environment between network of projects or community.
11. Executes formulated plans for recruitment retention, volunteer recognition activities, and/or program fundraising.
12. Will prepare and issue monthly and/or annual reports as required either manually or electronically.
13. Will adhere to and complete all data entry, volunteer tracking, and/or software network process established by SCP Supervisor or Sponsor Agency ED.
14. Must maintain a 10% margin of error or less in all daily tasks, projects quality and quantity of work completions.
15. Evaluate the effectiveness of the volunteer objectives and assignments and accommodate for changes.
16. Provide staff assistance to the ED or Program Advisory Council when either requires consultation on significant plans, actions, changes, and/or issues affecting scheduled events.
17. Performs related work and any additional duties as assigned by SCP Supervisor and/or Sponsor Agency ED.

EDUCATION AND/OR EXPERIENCE

- Post-Secondary Education is preferred.
- Minimum three years of direct work experience in related social service programs.
- Experience and skills in volunteer management, recruitment, placement, and/or fundraising, is preferred.
- Must have extensive writing skills and abilities to formulate plans, newsletters, and/or program publications.
- Must have excellent public relations skills and experience in public speaking.
- Must be bilingual both orally and in writing.
- Must have data entry skills for electronic reporting.

OTHER SKILLS AND ABILITIES

- Must have extensive knowledge of computer applications such as Microsoft Word, Excel, and PowerPoint.
- Must be able to meet deadlines and work quickly and accurately under pressure.
- Employee may be assigned to other duties, or work areas within the project, in addition to those listed; duties may change according to the changing needs and public demands of the geographic service area.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have proof of a current valid Driver’s License.
- Must have valid auto/driver’s liability insurance while employed.
- Must have valid transportation on the job.
- Regional travel is required.

SCP Recruiter-Manager Date

Executive Director Date