



# EMPLOYMENT OPPORTUNITY

**Center for Families and Children**  
Human Resources Department  
4500 Euclid Avenue  
Cleveland, Ohio 44103  
(216) 432-7257 (Fax)  
[careers@c4fc.org](mailto:careers@c4fc.org)

<b><u>Position:</u></b> Volunteer Coordinator (20 hrs/week)	<b><u>Location:</u></b> Nancy Lyon Porter Building
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## ***Job Summary:***

This position, reporting to the Chief Operations Officer, is responsible for planning, organizing, and directing the volunteer programs associated with CFC's Departments, Board of Directors, and Committees.

## ***Job Duties & Responsibilities:***

- Organizes, coordinates and manages the recruitment of volunteers for the board, various committees, departments and associated programs.
- Works with social, civic, and educational institutions and local businesses to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Develops and conducts orientation and training programs for volunteers
- Maintains updated records on all volunteers including total volunteer hours.
- Manages data tracking to include assessment of program implementation, outputs, and outcomes for volunteers in accordance with Quality and Compliance standards and works with evaluators to conduct program assessments. Evaluates ongoing volunteer initiatives for return on investment.
- Consults with staff to ensure high quality volunteer projects and assignments, both ongoing professional and done-in-a-day opportunities.
- Offers ongoing support to staff to supervise and train volunteers on the job
- Experienced in, but at least conceptually understands (and agrees) regarding recruiting and managing volunteers filling unpaid staff positions, e.g. nursing, physicians, etc.
- Develops and implements volunteer recognition program
- Oversees the Leading Advocates program
- Ensures program abides by regulatory requirements.
- Supervises volunteers involved in administration of volunteer program, which may include stipend volunteers
- Researches and secures donations to support volunteer engagement activities in partnership with the Resource Development department.
- Establishes and/or maintains CFC as a hub for best practices in volunteering in the field of human services which includes participating in volunteer-focused associations and local conferences
- Involves CFC in community-wide volunteer recognition events to raise awareness about and celebrate contributions of volunteers at CFC and throughout Northeast Ohio
- Other assignments in support of the overall needs of the organization.

**\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\***

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## ***Job Qualifications:***

- A Bachelor's degree in Social Sciences, Communication, Business or related field and three years or more of successful work experience managing and recruiting volunteers or related experience.
- Excellent ability to communicate orally and in writing to a wide range of people
- Experience with volunteer policy writing and data tracking.
- Ability to effectively meet assignment deadlines in a fast paced environment.
- Proven ability to maintain good working relationships at all levels of the organization.
- Strong knowledge of staff positions at CFC and of CFC's organizational structure preferred
- MS Office including Word, Excel, PowerPoint, and Outlook
- Must be available some evenings and weekends and have flexibility during the week
- Experience utilizing volunteer or human resource management software
- Commitment to CFC's mission, and a good understanding of how these job duties directly relate to CFC's mission and future viability.
- Must be able to regularly lift and/or move up to 10 pounds.

## ***Application Procedures:***

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children  
Human Resources Department  
Attention: Volunteer Coordinator  
4500 Euclid Avenue  
Cleveland, Ohio 44103  
HR Fax #: (216) 432-7257  
HR Email: [careers@c4fc.org](mailto:careers@c4fc.org)**