

Volunteer Coordinator - Volunteer Position

Description

This is an unpaid virtual volunteer position. The Volunteer Coordinator will manage volunteer personnel and elements of volunteering on behalf of American SPCC. The role involves assessing and meeting the organization's needs through the recruitment, placement, supervision and retention of volunteers. The Volunteer Coordinator manages, monitors, supports, evaluates and accredits volunteer performance. He/she is responsible for positive volunteer relationships and others they encounter. He/she directly contributes to American SPCC's vision and mission to promote social impact to end abuse and improve children's lives, via the organization's advocacy, awareness, and education initiatives. Predetermined issues promoted by American SPCC include, but are not limited to: child abuse, child neglect, child sexual abuse, child exploitation, trafficking, bullying, cyberbullying, domestic violence, foster care, child safety, shaken baby syndrome and positive parenting.

Duties and Responsibilities

The Volunteer Coordinator expectations:

- As a virtual volunteer position, a computer and internet connection are a must.
- Implement and follow volunteer policies and procedures.
- Liaise with departments and key personnel within American SPCC.
- Generate and supervise appropriate volunteering opportunities and role descriptions based on the needs of the organization.
- Promote volunteering through recruitment and publicity strategies and campaigns.
- Recruit and interview volunteers to ensure appropriate matching and training for the position.
- Monitor and evaluate volunteer activities, offer continuous support and guidance, motivate and accredit volunteers and their work.
- Celebrate volunteering by nominating volunteers for awards and recognition.
- Offer advice and information to volunteers through face-to-face, telephone and email contact.
- Attend online committees and meetings.
- Keeping up to date with legislation and policies related to volunteering, a plus.
- Maintain volunteer databases and other related administrative duties.

Skills & Personal Traits

- Passion and commitment for helping organizations achieve greater social impact.
- Enthusiasm for helping end child abuse and improving children's lives.
- Experience of managing/coordinating projects and volunteers
- Strong desire and capacity for professional challenges and growth.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to deal with a diverse range of people.
- A non-judgmental approach to working with people.
- An empathy with volunteers and an understanding of their needs.
- The capacity to inspire and motivate others, and engage as a team member.
- The ability to deal with information in a confidential manner.
- Results driven. Good organizational skills and the ability to manage a variety of tasks.
- The experience to produce clear written and oral reports.
- Ability to cope with limited budget/resources, seize opportunities and think creatively.
- Administrative and computer skills that include an ability to maintain records.
- Advanced skills in Microsoft Office (Word, Excel, Access, PowerPoint), and Social Media.

Term/Commitment

Due to the importance of this role, this position requires a minimum one (1) year commitment for an average of 2-8 hours per week, which will be completed virtually in the Volunteer Coordinator's own office or home. Position commitment is subject to renew and extension by agreement from both parties.

Requirements

Please send completed [application](#), along with three reference letters and a copy of resume or CV.

PLEASE NOTE: If for some reason, your position requires you to be in direct contact with minor children, a personal background check will be required. No exceptions.

Benefits and Recognition

This virtual position provides valuable experience for business, management, human resource, social work professionals. Also suited to youth and community work students, individuals with an interest in gaining experience in the nonprofit sector or in the fields; plus, anyone dedicated to the positive physical, emotional, and intellectual development of children and youth in the United States.

Our volunteers are highly valued members of the American SPCC team and contribute to making a significant difference in the successful execution of American SPCC's vision and mission, our advocacy, awareness, and education initiatives, and helping promote social change to end abuse. American SPCC will provide milestone acknowledgements and reference letters for all volunteers who successfully complete their volunteer placement.

About American SPCC

American Society for the Positive Care of Children was founded in 2011 as a 501(c)(3) nonprofit charitable organization from the strong desire of one caring individual to make a difference in the lives of abused children in America.

We believe that childhood should be fun for kids. A time to learn, be nurtured, and loved. Childhood shouldn't hurt, but the harsh reality is that for many American kids, childhood not only hurts, but is often fatal. Millions of American children experience devastating childhoods, with long-term debilitating effects. In America, children are being abused and dying every day. Child abuse, neglect, exploitation, and bullying are at epidemic levels in the United States.

Every day at American SPCC, we ask the question, what can we do to have a positive impact on the lives of children today, tomorrow, and in the future?

American SPCC is devoted to promoting social change to end abuse, leading to a safer, healthier, and happier world for children. Through our advocacy, awareness, positive parenting, anti-bullying, and social media campaigns, we advocate for American children and raise public awareness to help end child abuse in all forms. Together with our community of supporters, we give a voice to the 'voiceless' — the abused, neglected, bullied, and marginalized children of America.

There's NO excuse for child abuse! If you believe children don't deserve to be abused or bullied, join us, as we fight against the epidemic of child maltreatment, and bullying in America. Apply today!

Social Impact • End Child Abuse • Improve Children's Lives!

[Apply Now](#)

email: volunteer@americanspcc.org