

## **VOLUNTEER RESOURCE LIAISON EMPLOYMENT OPPORTUNITY**

**Job Title:** Volunteer Resource Liaison.

**Employment Status:** Regular Full Time.

**Salary:** \$32,000 Annually

### **Organizational History and Background Description:**

Established in 1992, Hispanic Services Council's mission is to increase access and opportunities for Latinos and influence the systems that serve them. HSC is a private, non-profit organization whose work focuses on developing opportunities that result in an educated, healthy, prosperous, and engaged Latino community. To achieve our mission and purpose, our programs focus on increasing the academic performance of Latino children through parental involvement, improving healthy living and nutrition, and improving the quality of life through civic engagement of Latinos at all levels in our community.

### **Job Description:**

Under the supervision of the Project Director, the Volunteer Resource Liaison. will be responsible for creating a volunteer force that will enrich La Red de Padres Activos program. He/she will be responsible for recruiting, managing, orienting, training and rewarding volunteers. These services contribute to the effective coordination and delivery of services to parents that will increase and enhance parents' capacity to be the primary educators of their youth.

### **Key Responsibilities:**

1. Design and Implement protocols and outreach program to recruit volunteers.
  - Develop and implement efficient volunteer operation process
  - Design a campaign to recruit volunteers:
  - Organize and participate in volunteer fairs
  - Coordinate social media campaign
  - Develop corporate partnerships
2. Selection, training and supervision:
  - Conduct comprehensive selection process with volunteer candidates.
  - Introduce volunteers to La Red de Padres workshops
  - Train Volunteers as need it
  - Supervise Work and hours
3. Rewards and Recognition:
  - Design and Implement a program of reward and recognition to volunteers.
4. Data and Outcome management:
  - Develop volunteer data files.

### **Knowledge, skills and abilities, including utilization of equipment, required for the position:**

1. Experience organizing and working with volunteers.

2. Comfortable. Dynamic, resourceful public speaker
3. Exceptional Spanish and English written and verbal communications skills.
4. Independent and self-motivated but able to work in teams
5. Comfortable and effective working with diverse populations
6. Ability to use technology to maintain accurate and appropriate documentation