

UNITARIAN UNIVERSALIST URBAN MINISTRY

JOB DESCRIPTION

Believe in Success

Part-time Volunteer Coordinator Job Description

Unitarian Universalist Urban Ministry

The Unitarian Universalist Urban Ministry unites communities and transforms individuals through education, service, and advocacy. We engage communities and congregations in social action and change with programs that support the empowerment of youth and adults to realize their full potential. Since its founding in 1826, the Unitarian Universalist Urban Ministry (UUUM) has been working side-by-side with underserved urban residents to help build the skills necessary to better their lives. Over its 190-year history, the UUUM has created many channels to conduct its work in addressing social injustice.

Today, UUUM programs focus primarily on serving Roxbury high school youth and Boston-area survivors of domestic violence, as well as on supporting community engagement across difference, especially that defined by race, class, neighborhood, and faith. Located in the center of Roxbury, we provide services to members of communities that are predominantly home to people of color, including the neighborhoods of Roxbury, Dorchester, Hyde Park, and Mattapan. Moreover, our programs are tailored to meet participants where they are, and we have expertise in working with LGBTQ people, immigrants, English language learners, and low-income children and adults.

This position will primarily support the Believe in Success program.

Believe in Success is an innovative 13 week, trauma-informed workforce development program for adult survivors of domestic violence. Our different curricula focus on developing technical workforce skills, building participant confidence, providing trauma-informed supports, and creating a community of support for domestic violence survivors. While the classroom learning takes place in a group setting, each program participant is paired with a case manager who provides referrals and advocacy, and a career specialist who collaborates with the participant to define a long term career plan.

This position will also support the volunteer and programmatic needs of other UUUM programs, including Community Engagement and general administrative support.

Role:

The Volunteer and Program Coordinator will be in charge of recruiting and supporting volunteers, developing and maintaining database systems, and providing general program assistance.

Responsibilities:

Recruit and support volunteers for UUUM programs and events

- Work collaboratively with program staff to understand program needs
- Recruit and engage with volunteers to identify how they can put their particular skills to best use in the organization
- Build network of volunteers from neighborhood members and local organizations
- Collaborate with program staff to provide appropriate orientation and training for volunteers
- Meet with volunteers to gauge success of placement ensure they feel supported
- Meet with staff to gauge success of volunteer placements and roles
- Provide thanks and recognition to volunteers throughout the year

Develop and maintain systems regarding volunteers

- Develop and administer volunteer screening process
- Liaison between programs, staff, Director of Congregational and Volunteer Management, and volunteers
- Maintain timely communication with volunteers
- Develop and maintain a volunteer database system including all volunteer contact information, volunteer timesheets, volunteer screening (CORI/SORI), and more
- Produce reports on various aspects of volunteer engagement
- Coordinate with staff to schedule volunteers for one-time events or weekly volunteering needs

Program Assistance

- Provide general program assistance, including:
 - Participate in team and organization meetings
 - Participate in community as a whole, demonstrating hospitality and healthy boundaries with participants and volunteers alike
 - Prepare materials for outreach, meetings, and other administrative tasks
 - Coordinate volunteers and other assistance for special events
 - Other tasks as assigned

Qualifications:

- Experience working with survivors of domestic violence and/or trauma survivors.
- Knowledge of issues related to domestic violence, trauma, mental health, and community resources
- Commitment to a social-justice oriented, anti-oppression framework, and application of a trauma-informed approach
- Strong interpersonal skills
- Experience recruiting or engaging with volunteers
- Excellent verbal and written skills required
- Enthusiastic about working collaboratively in a diverse environment
- Strong organizational skills, and careful attention to detail
- Experience organizing and building databases
- Bachelor's degree preferred, commensurate experience considered

The Unitarian Universalist Urban Ministry actively seeks diversity in its programming. Bilingual/bicultural candidates and LGBTQ candidates are encouraged to apply.

This is a part-time, 30 hours per week position.

To apply please send resume and cover letter to Hannah Stohler at hstohler@uum.org.