



## **TRAINING AND VOLUNTEER COORDINATOR**

*Job Description*

**Job Classification:** Full time, Exempt

**Work Schedule:** Mutually determined, some evenings and weekends required

**Salary:** \$37,500 to \$39,000

**Reporting Relationship:** Center for Safety and Empowerment (CSE) Victim Services Coordinator

### **Primary Responsibilities:**

- Ensures robust and quality advocate education about domestic and dating violence, sexual violence, stalking, human trafficking, and YWCA CSE's services.

### **Major Duties:**

- Coordinates new advocate training for staff, interns, and volunteers through the scheduling of classroom presentations.
- Develops and implements on-the-job training for all staff, interns, and volunteers who engage in direct service with clients.
- Collaborates with YWCA Northeast Kansas' Volunteer & Administrative Coordinator to screen and approve volunteer and intern applicants.
- Works closely with YWCA CSE program/project coordinators to place interns and volunteers in their appropriate service settings.
- Monitors progress of YWCA CSE volunteers and interns in their service to the program.
- Assesses for ongoing training needs of advocates and schedules and coordinates continuing education opportunities to meet these needs.
- Serves as the liaison between Shelter Staff and Pet Foster Program's Animal Transport Volunteers.
- Attends community coalition and collaboration meetings to stay informed on Shawnee County community resources, as needed.

### **Other Duties:**

- Provides crisis intervention with clients, as needed.
- Answers hotline calls and provides support.
- Participates in on-call rotation as backup for victim services staff.
- Attends biweekly YWCA Council meetings.
- Completes CSE program development projects, as assigned by Victim Services Coordinator.
- Completes all timekeeping records as required by funders.
- Attends weekly staff meetings.



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**Qualifications:**

- Basic understanding of domestic violence and sexual violence, stalking, and human trafficking.
- College degree or comparable experience in communication, education, human services, women's studies or related field.
- Experience in public speaking
- Computer literacy including knowledge of Microsoft Office programs
- Ability to function in a crisis setting where interruptions are frequent
- Ability to work effectively with adolescents and adults

**Physical Demands:**

- Ability to drive personal vehicle and to be moving from site to site on any given day.
- Able to lift 50 pounds.
- Able to climb flights of stairs multiple times daily.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

**People of color and individuals bilingual/bi-cultural in English/Spanish are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability or veteran status.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

please send resume to [PaulaF@ywcaneks.org](mailto:PaulaF@ywcaneks.org)