



The Council of Southeast Pennsylvania, Inc.  
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## **JOB DESCRIPTION**

**TITLE:** VOLUNTEER COORDINATOR  
**REPORTS TO:** PRCC SENIOR PEER SERVICES COORDINATOR  
**CLASSIFICATION:** EXEMPT, FULL TIME

**SUMMARY:** The Volunteer Coordinator is responsible for implementation of the volunteer program for the Philadelphia Recovery Community Center.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- Bachelor's Degree in human service related field or comparable demonstrated relevant experience with volunteer coordination.
- Experience with community/volunteer engagement and outreach, program development and implementation.
- Pennsylvania Criminal Record Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- Current valid Pennsylvania driver's license, insurance and vehicle.

### **ESSENTIAL DUTIES:**

- Meet goals and deliverables as outlined in contract with the City of Philadelphia and other PRCC funding sources.
- Recruit, train, retain and supervise volunteer peers, providing peer-based recovery support services.
- Establish and maintain relationships with organizations throughout the City of Philadelphia; utilize those relationships to strategically implement projects.
- Maintain valid driver's license and safe driving record.

### **DAILY JOB RESPONSIBILITIES:**

1. Conduct strengths and needs assessments, outreach for potential participants.
2. Engage, educate, activate and support volunteer peers to deliver peer recovery support services for individuals and families seeking to access and sustain recovery throughout the City of Philadelphia.
3. Develop, in conjunction with staff, orientation and training program for volunteers; develop and nurture peer leadership skills in members of the recovery community.
4. Provide volunteers with job descriptions, manuals and handbooks for volunteer programs.
5. Responsible for the recruitment, training and supervision of interns.
6. Inform volunteers regarding trainings, workshops and pertinent educational opportunities.
7. Assure proper supervision of volunteers; maintain volunteer records and schedules; interpret Council policies for the volunteers. Follow proper protocols and procedures regarding volunteers and volunteer coordination.
8. Work on projects and recovery activities as needed to implement project objectives (Recovery Walks, Recovery Night at the Phillies, etc.)
9. Maintain project logs, reports and records, data input.
10. Promote programs and services both internally and externally to ensure successful programming, events and strong volunteer base. Identify community resources for volunteer recruitment & marketing of programs and services. Maintain an understanding of, and adapt to, individual community dynamics.

11. Collaborate with intersecting systems to provide a coordinated approach to recovery support services, both telephonic and non-telephonic. Work collaboratively with Council staff and volunteers to develop and implement the goals and objectives for this project.
12. Provide a comprehensive array of programs and activities to support recovery for individuals and families, following the goals and objectives defined in the proposal supporting this project.
13. Serve as liaison and support to/for Philadelphia committees and PRCC Vision Team.
14. Develop a recognition process for volunteers; maintain a good level of volunteer morale.
15. Assist with additional tasks assigned by the Senior Peer Coordinator, Philadelphia PRO-ACT Manager or Executive Director.

**COMPENSATION:** Commensurate with experience and other qualifications.

**REVISED:** February 2017

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

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Date