



Our mission is to provide Options for *help, hope, and healing* to victims and survivors of violence and abuse.

Volunteer Specialist

Position Summary

The Volunteer Specialist supports victims and survivors in their recovery from trauma by planning, organizing, and directing the volunteer program at Options. The Volunteer Specialist carries out the goals of the Victim Services Outreach Project and works mostly with the community in Options' 18-county service delivery area. The Volunteer Specialist also works closely with Advocates and administrative staff to develop the agency's external communication to victims, survivors, and community members. Options works to address the harmful impact of interpersonal violence in a survivor-driven manner and attempts to repair that harm through community building, education, and service.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While the Volunteer Specialist has minimal direct contact with trauma-impacted individuals, all employees must respond calmly and appropriately in times of crisis and must be able to function independently, demonstrating flexible thinking and personal integrity.

Funding Source: SGF – 100%

1. Develop, promote, and maintain the volunteer program:
 - a. Maintain Volunteer Service Descriptions.
 - b. Develop and implement volunteer training.
 - c. Provide volunteer recognition.
 - d. Maintain updated records on all volunteers.
 - e. Set up and facilitate volunteer meetings.
 - f. Report on volunteer hours and activities.
2. Work with Administration to develop and manage policies, procedures, and standards of volunteer service.
3. Communicate with staff regularly to assess needs for volunteer assistance or participation.
4. Create and distribute various communications and publications.
 - a. Newsletter
 - b. Service brochures
 - c. Written communication such as letters, instructions, or press releases, including digital public presence.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

Supervisory Responsibility

This position oversees volunteer staff.

Work Environment

This job operates primarily in an office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, telehealth software, chat software, and fax machines. Work may also be performed at alternate Options' locations (Safe Shelter and other office), partner offices, law enforcement centers, medical facilities, and other community spaces.

Classification: hourly; non-exempt

Department:
Reports to:

Client Services
Director of Client Services

Physical and Emotional Demands

While performing the duties of this job, employees are regularly required to sit, talk, or hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. Employees may be required to lift up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Options’ Specialists will be exposed to high stress and emotionally charged situations. Options’ staff will be able to identify and manage their own emotions, triggers, and coping strategies (from their own emotional volume plans) while supporting survivors in crisis. Options’ staff develop annual professional wellness plans to help reduce the impact of vicarious trauma and compassion fatigue.

Organizational Values

Options’ services are Free, Confidential, & Voluntary. Options focuses on providing care that is survivor-centered, trauma-responsive, culturally relevant, compassionate, and available to all. Options collaborates with employees to examine problems, develop solutions, and make decisions together, striving for the betterment of the organization and to build resilience with survivors, their families, and inside our own communities. Staff are expected to demonstrate respect for all people and support efforts of inclusion in matters of cultural and religious identity, sexual orientation, gender identity, dis/ability, race or ethnic origin, and age.

Travel

Travel is primarily local (within the 18-county service area) during the business day, although some out of the area and overnight travel will be expected.

Education and Experience

Preferred: Bachelor’s degree in any field with a minimum of three years’ relevant experience

Minimum: Associate degree in any field with a minimum of one years’ relevant experience OR High School diploma or equivalent and several years’ relevant experience.

Additional Eligibility Requirements

- Must have valid Kansas Driver’s License with clean driving record and reliable vehicle w/valid insurance.
- Must be able to type at minimum speed of 40 wpm.
- Must consent to background check and fingerprinting for the purposes of screening for sexually or physically violent criminal offenses.
- Must be eligible to work in the United States.

Position Hours

This is a full-time position (35 hours per week), and regular hours are Monday through Friday, 9:00 a.m. to 5 p.m.; however, this position may occasionally require limited evening and weekend hours.

Options offers

Competitive wage, mileage reimbursement for required travel, fully paid health & dental insurance, Employee Assistance Program, paid professional development, paid holidays, and generous paid vacation and sick time.

Employee signature constitutes understanding of the requirements, essential functions, and duties of the position.

Employee _____

Date_____