



# Volunteer and Intern Coordinator Job Description

<b>Hours per week</b>	32 hours/week
<b>Supervised by</b>	Volunteer and Intern Coordinator
<b>Location</b>	Eugene
<b>Starting wage range</b>	\$16.80 -\$18.30, depending on preferred qualifications

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The mission of Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

*Please note that Relief Nursery is a vaccinated campus. All staff are asked to provide proof of COVID-19 vaccination or document their intention to become vaccinated.*

## **RESPONSIBILITIES**

The Volunteer and Intern Coordinator oversees the recruitment, training, coordination and management of volunteers and interns within Relief Nursery programs at Eugene and Springfield sites including but not limited to: Therapeutic Early Childhood Program, Respite, evening childcare, transportation, Development office, food pantry, clothing closet, kitchen, garden and donations area. In addition, the Volunteer and Intern Coordinator manages the Holiday Giving Program.

## **DUTIES**

### **Volunteer and Intern Coordination:**

- ◆ Proactively recruit volunteers and interns through presentations, recruitment fairs and events, and by contacting potential volunteer resources (i.e., United Way, service groups, schools, etc.).
- ◆ Conduct tours as appropriate to recruit volunteers and interns.
- ◆ Develop and maintain relationships with local high schools as potential volunteer sources.
- ◆ Secure university internship and practicum students across departments such as Family and Human Services, Education, Psychology and Sociology Departments, etc.
- ◆ Screen potential volunteers by conducting interviews, checking and recording references, and facilitating criminal history record checks.
- ◆ Conduct orientation and training for new volunteers; plan general and specialized training as needed.
- ◆ Schedule and supervise volunteers and interns.
- ◆ Participate in practicum students' mid-term and final evaluations, and any other evaluations and meetings required of volunteers.
- ◆ Maintain ongoing, consistent, and supportive written and verbal communication with volunteers.
- ◆ Maintain volunteer recognition program within budget allocation.
- ◆ With Development Assistant, oversee the tracking of volunteer information in database.
- ◆ Contribute volunteer information to Relief Nursery newsletter.



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- ◆ Responsible for maintaining and submitting records of volunteer hours for in-kind donation, quarterly or annual reports, newsletter and grant information.
- ◆ Develop and update as needed volunteer materials with job descriptions, volunteer procedures and responsibilities, and all training materials, print and digital.
- ◆ Conduct exit interview or exit evaluation form to evaluate volunteer's experience and volunteer program.
- ◆ Coordinate with Development staff as needed for special projects and fundraisers.
- ◆ Coordinate with Program Supervisors for quality assurance, problem solving, crisis management and safe standard practices in classrooms.
- ◆ Coordinate and direct special volunteer projects for community groups.

## **With support from the Development Assistant, The Volunteer and Intern Coordinator is responsible for overseeing Relief Nursery's Holiday Giving Programs:**

- ◆ Generate all written communication to holiday meal donors, Giving Tree sites and sponsors.
- ◆ Request all gift need information from direct service staff.
- ◆ Coordinate special holiday projects with volunteers and community groups.
- ◆ Work with Development office to advertise holiday needs via newsletter, media, email, etc.
- ◆ Maintain records for all holiday gifts and meals.
- ◆ Facilitate pick-up, storage, and distribution of gift cards, gifts and meals.

## **Event Support:**

- ◆ Work with other Development staff to recruit volunteers as needed for Main Event, Taste of Oakway, Golf Tournament, etc.
- ◆ Assist with other event preparation as needed, including being on site at all major events.

## **SKILLS AND ABILITIES**

- ◆ Strong written and verbal communication skills
- ◆ Excellent interpersonal skills
- ◆ Volunteer recruitment techniques and strategies
- ◆ Basic computer skills including Microsoft Office and database management
- ◆ Experience with digital communication
- ◆ Basic accounting process and procedures
- ◆ Ability to assemble, organize, and present factual information
- ◆ Ability to speak comfortably before both small and large audiences
- ◆ Work independently and as a team member
- ◆ Problem solve and develop creative approaches
- ◆ Manage multiple tasks and work well under pressure
- ◆ Respond to multiple requests in an organized and timely manner



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## MINIMUM QUALIFICATIONS

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

- ◆ Bachelors or Associates degree from an accredited college or university in Volunteer or Nonprofit Management, Public Relations, Business Administration, Psychology, Education, or related field.
- ◆ One year of experience with volunteer coordination, event planning, fundraising, community or public relations activities, or any combination of experience and training which would provide the required knowledge, skills and abilities.
- ◆ Experience with administrative duties and customer service.
- ◆ Experience in public speaking.
- ◆ Excellent communication skills (both verbal and written).
- ◆ Experience in resolving conflict and managing multiple responsibilities.

## PREFERRED QUALIFICATIONS

- ◆ Two or more years of experience with volunteer coordination, event planning, fundraising, community or public relations activities, or any combination of experience and training which would provide the required knowledge, skills and abilities.
- ◆ Experience with graphic design software, such Adobe Creative Cloud.
- ◆ Bilingual in English and Spanish.

## Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

- ◆ Competitive Wage
- ◆ Medical Coverage (very low employee cost)
- ◆ Dental Coverage (very low employee cost)
- ◆ Flexible Spending Account
- ◆ Employee Assistance Program (EAP)
- ◆ 403(b) retirement plan with employer match
- ◆ 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- ◆ 5 weeks of paid vacation leave per year (coincides with the school district winter break, school district spring break, plus two scheduled weeks in August)
- ◆ 2 paid personal days per year (add 1 additional day per each 5 years worked)
- ◆ Paid Holidays



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- ◆ Paid Jury Duty time
- ◆ Mileage reimbursement
- ◆ Opportunity for internal growth and promotion, including access to professional development funds and training opportunities
- ◆ Public Service Loan Forgiveness (PSLF) qualifying employer

**Interested applicants, please email resume and cover letter to:**

Amy Beauchamp, Development Director at [amybe@reliefnursery.org](mailto:amybe@reliefnursery.org)

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required.  
Position will remain open until filled.

**Relief Nursery is an Equal Opportunity Employer**