



CONEJO VALLEY WOMEN'S RESOURCE CENTER JOB DESCRIPTION

POSITION TITLE: Volunteer Coordinator
DATE: January 23th, 2008
REPORTS TO: Center Director

HOURS: 15-20 hours per week, between the hours of:
T-F 10am-6pm
****This job does require occasional work in the evening, outside normal business hours.**

SALARY: \$10.00-\$13.00 per hour DOE

GENERAL DESCRIPTION: This individual is responsible for managing volunteers for various positions at the WRC. He/she will act as primary liaison to volunteers ensuring their efforts contribute to the fulfillment of the WRC mission.

REQUIREMENTS:

1. Agrees with WRC Mission Statement, and Statement of Principles
2. Comply with Policy and Procedures for the clinic.
3. Express a sincere desire to reach out to women facing an unplanned pregnancy and is committed to providing pro-life options in all situations.
4. Agrees to and abides by the Agreement of Confidentiality required by State of CA.
5. Service-oriented individual with a commitment to excellence.
6. Strong organizational skills; able to multi-task.
7. Good communication skills, both written and oral.
8. Basic computer skills. MS PowerPoint a DEFINATE PLUS
9. Works well with others.

DUTIES/RESPONSIBILITIES:

1. Acts as an additional Clinical Advocate (Counselor)/Receptionist as needed.
2. Interviews, evaluates, trains and manages volunteers.
3. Sincere appreciation for volunteers and great with encouragement
4. Organizes/maintains volunteer contact information and schedules.
5. Represents the WRC at events and public functions.
6. Attends weekly staff meetings.
7. Assists the ED or Center Director with project/events involving volunteers.

The Women's Resource Center is a licensed Medical clinic and as such the women who receive our services are referred as our patients. However, to distinguish the various services we offer, we will refer to women who receive counseling as clients and women who receive medical services patients.