



JOB TITLE Volunteer Specialist

PROGRAM Volunteer Program

JOB SUMMARY

The Volunteer Specialist recruits, cultivates and retains the volunteers necessary to meet the needs of Catholic Charities clients and programs.

REQUIREMENTS

1. Cultivate positive relationship with faith based organizations, community groups, corporations and schools/universities from which volunteers may be recruited. Cultivation includes speaking engagements and other outreach opportunities to educate the public on Catholic Charities mission, vision and values and the importance of the volunteer role in upholding the agency mission, vision and values.
2. Assist in the orientation and training of volunteers.
3. Develop positive relationships with agency program managers to accurately ascertain the need for volunteers and volunteer training/scheduling.
4. Track the recruitment and retention of volunteers to monitor the success of the volunteer program.
5. Maintain the proper volunteer paperwork necessary to meet Catholic Charities best practices recommendations.
6. Facilitate partnerships between agency programs and volunteer sources.
7. Uses agency's development model to cultivate volunteers and donors.

QUALIFICATIONS

1. Bachelor's degree in Communications, Marketing, or related field and two years experience in managing volunteers or a combination of education and experience.
2. Experience working with the Catholic community, area churches and non profit community recommended.

WORK HOURS AND LOCATION

Regular office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. This position requires evening and some weekend work. The work location is at the Catholic Charities office at 249 West Thornhill Drive in Fort Worth, Texas 76115.

TO APPLY

Interested persons should fax or email a cover letter, resume, & salary requirements to:

Catholic Charities Fort Worth

Attn: Human Resources

249 West Thornhill Drive

Fort Worth, TX 76115

Fax: (817) 535-8779

Email: ccresume@ccdofw.org

Due to the volume of responses, only qualified parties will be contacted.

No phone calls, please.

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Remove Posting: Open until filled