Volunteer Coordinator

Job description



Child & Family Counseling & Resource Clinic

831 East Washington Avenue | Madison, WI 53703

608-255-7356 | www.therainbowproject.net

**About The Rainbow Project, Inc…**

We are an exciting, dynamic, & collaborative non-profit child & family counseling & resource clinic that specializes in providing evidence-based, trauma-informed prevention, early intervention, long-term treatment, & crisis response services. These services include individual/family psychotherapy, in-home therapy, classroom observation/consultation, group therapy, & educational presentations.

Join a compassionate, healthy work environment that balances independence & teaming to promote personal & professional growth. We are committed to cultural proficiency, social justice, & employee well-being. Employees enjoy an excellent benefits package including paid healthcare, dental, paid time off, sick time, and opportunity for matching retirement fund contributions, based on FTE status. Bilingual individuals & culturally-proficient applicants preferred.

Our clinic is centrally located in downtown Madison, WI with free, onsite parking!

**About this position:** This position is part time (20 hours/week) with potential for increase in hours. Hours must be completed Monday through Friday between 9:00am and 5:00pm in most cases. Some evening and weekend hours required.

This position reports to the Executive Director and Administrative Manager and works in partnership with the Administrative Coordination Team as well as clinical staff to ensure proper volunteer support and coverage for the organization.

**Duties and Responsibilities:**

* Develop and post volunteer opportunities with input from other Rainbow Project staff
* Recruit and interview potential volunteer candidates for direct and non-direct volunteer opportunities
* Provide orientation and training to new volunteers
* Coordinate trainings for all ongoing volunteers
* Develop and maintain volunteer schedules
* Serve as first point of contact for all volunteer questions and concerns
* Supervise and provide constructive feedback to volunteers as needed
* Communicate needs, expectations, updates, and other important information to all volunteers
* Serve as back-up support in instances of volunteer absences or no shows
* Coordinate United Way’s Seasons of Caring opportunities
* Maintain demographic information on volunteers for reporting purposes
* Record and track hours of each volunteer
* Develop and maintain volunteer appreciation procedures
* Maintain volunteer handbook
* Coordinate volunteers for annual benefit, Rhumba 4 Rainbow, in partnership with event planner
* Volunteer coordination and management for additional Rainbow Project events, as scheduled

**Qualifications:**

* Minimum one year of experience with volunteer coordination- experience with coordinating staff members or teams may be accepted in lieu of volunteer coordination experience
* High school diploma required
* Some college preferred
* Licensed driver with access to insured vehicle
* Ability to pass required caregiver background check
* Must be proficient in Microsoft Office Suite
* Experience with onboarding and orienting new staff and/or volunteers
* Excellent organization skills and attention to detail
* Excellent communication skills- both written & oral
* Demonstrates taking initiative & eagerness to learn
* Demonstrates diverse, equitable values and actions in the workplace
* Compassionate & cooperative
* Sensitive to the needs of trauma survivors
* Familiarity with the stages of child development a plus
* Active contributor to a positive work environment

To Apply…

To apply to this position, the following should be completed by the applicant and returned to Caitlin Bausch, Administrative Manager, by the deadline specified.

1. Application for Employment form
2. Application Questions
3. Background Information Disclosure Form
4. Demographics form

\*These items can be found on the Rainbow Project’s website, [**www.therainbowproject.net**](http://www.therainbowproject.net), under the “careers” section

Please submit completed application materials via:

US Mail...

The Rainbow Project, Inc.

831 East Washington Avenue

Madison, WI 53703

Fax...

(608)255-0457

Email…

[rpdesk@therainbowproject.net](mailto:rpdesk@therainbowproject.net)

Application Deadline… 12/01/2023 OR until position is filled