

Position: Community Organizer/Volunteer & Intern Coordinator

Supervisor: Independent Living Services Manager

Hours: 40 hours per week

FLSA Status: Non-exempt

- For purposes of employment standards, this position is categorized as full-time, hourly (40 hours/week), “non-exempt” from the overtime provisions of the Fair Labor Standards Act. Benefits are available pursuant to Disability Advocates’ policies for a full-time employee.

Summary

The Community Organizer/Volunteer & Intern Coordinator will work closely with volunteers, interns, community partners, and staff on a variety of activities to promote independent living and community-based services for people with disabilities. They are an intricate part of the Independent Living Services team and the entire organization, recruiting, engaging, and supporting volunteers and interns for participation within programs, at events, and as part of community groups and projects. Their efforts motivate and lead the disability community, organizational representatives, and community stakeholders in Kent County to identify and then work on significant issues that impact people living with disabilities. This outgoing and energetic people-person assists in planning and implementing assertive public policy change efforts through community organizing efforts. The primary objectives of the Community Organizer/Volunteer & Intern Coordinator position are identified below.

Areas of Responsibility, Related Outcomes, and Essential Job Duties

Community Organizing - Public Transportation: Work to ensure that the needed public transit and mobility services in our community are expanding in an effective way.

Objectives include:

- Facilitate the recruitment, engagement, and support of people with disabilities (PWDs) to participate in and provide leadership for community decision-making on transportation and mobility issues.

Outcomes include:

- Persons with disabilities act as Volunteer Advocates and move through the process of recruitment and participation, on to membership on municipal transit boards and committees.
- Persons with disabilities participate in the development and launch of mobility prototypes and pilots.
- There is tangible buy-in and support for the expansion of mobility services and mobility pilots among local elected officials and community leaders.

Essential Job Duties:

1. Persons with disabilities are recruited, engaged, and supported as Volunteer Advocates on transit projects.
2. Persons with disabilities are appointed to local committees and/or boards that directly address mobility issues.
3. Develop and then facilitate the communication processes that: track Volunteer Advocates' activities; provide consistent messages for Volunteer Advocates to deliver when advocating and serving in the community; and, ensure that feedback from Volunteer Advocates is received following activity completion.
4. Facilitate Volunteer Advocates participation with new prototypes and/or pilots for accessible and automated vehicles and new mobility systems.
5. Document the interactions of the Community Organizer and Volunteer Advocates with targeted community leaders, including business leaders and elected officials, regarding transportation efforts, along with their concerns and guidance.
6. Document the endorsement of elected officials of the goals of the various transportation and mobility efforts.
7. Facilitate or actively participate in new or existing groups and with individuals to identify and achieve specific transportation goals; these groups could include CCIT, Essential Needs Task Force Transportation Subcommittee, Kent County Community Transit, The Rapid's Consumer Advisory Council and other local and state-level groups as time allows.
8. Other job related tasks as assigned.

Volunteer & Intern Coordination: Work to ensure volunteers and interns are actively recruited, engaged, and supported for participation within Disability Advocates' various programs, at events, and as part of community groups and projects.

Objectives include:

- Manage volunteer and intern recruitment activities and community outreach.
- Recruit, place, and provide orientation training to volunteers and interns based on program needs and capacity, and community events and projects.
- Facilitate volunteer and intern recognition on a regular basis both individually and as a group.
- Collaborate with staff on volunteer and intern needs, placement, and management.
- Develop working relationships and collaborate with colleges and universities on intern placements.

Outcomes include:

- Volunteers and interns are recruited, provided orientation, and report that they are supported in their various day-to-day activities with the Disability Advocates teams.
- Volunteer and intern contact information and data is accurate and current.
- Events are supported by volunteers and interns (including internal and external events).
- Positive relationships with local educational institutions result in receiving intern placements that support Disability Advocates activities and student learning contracts.

- Volunteers and interns work efforts are documented to ensure accurate reporting of time and projects.

Essential Job Duties:

1. Create and maintain a list of volunteer and intern task descriptions (with the input from staff) where they can assist in projects, events, and groups.
2. Recruit, and provide orientation and ongoing support to volunteers and interns for specific events/projects and day-to-day activities, working collaboratively with other staff as needed.
3. Maintain an up-to-date profile and contact information of volunteers and interns with their areas of interest and preferred activities.
4. Facilitate the communication processes that track the needs/requests for volunteers/interns on projects (ongoing and future), with input from staff; status of volunteer/intern recruitment and placements for identified staff needs/requests; and feedback from staff and volunteers/interns following project completion.
5. Supervise volunteer and intern projects as assigned.
6. Maintain the volunteer/intern database, track volunteer/intern hours, and ensure accurate documentation of time and projects.
7. Maintain supply of volunteer/intern packets and update info as necessary.
8. Organize volunteer/intern appreciation activities.
9. Manage the volunteer/intern outreach and recruitment process – which departments need/want volunteers and interns, posting the open positions, conducting initial interview, and connecting volunteers and interns with staff.
10. Coordinate outreach with area employers to engage their volunteer groups.
11. Develop and maintain positive relationships with local educational institutions resulting in receiving intern placements that support Disability Advocates' activities and student learning contracts
12. Additional duties as assigned.

Expected Skills and Attributes**Skills:**

- Must be a highly organized outgoing and energetic people-person and a self-starter, with the ability to take initiative, lead others, and provide meaningful activities about which people can be motivated.
- Have exceptional time management, organization and documentation skills.
- Be able to recruit, engage and retain Volunteer Advocates and interns for the various departments and teams.
- Must be detail oriented and able to balance multiple tasks to support numerous community organizing efforts, as well as volunteer and intern functions throughout the organization.
- Must possess professional written and oral communication skills, networking skills, and be proficient at public speaking.
- Proficient in Microsoft Office™ program applications, e-mail, social media platforms and Internet research.

Attributes: (Personal qualities)

- Ability to motivate others; thrives on engaging and supporting others to accomplish goals and objectives.
- Commitment to and knowledge of the Independent Living movement and philosophy and person-first perspective.
- Interpersonal skills and ability to participate in and work to build a collaborative team in a fast-paced, passionate, structured and diverse environment.
- Should be a strategic thinker with the capacity to see both the larger picture and the detailed steps needed to achieve it.
- Willingness to learn and apply new concepts.
- Self-awareness to obtain job development skills when needed or appropriate.
- Accountability to confidentiality. Ability to adhere to Disability Advocates' HIPAA and confidentiality policies.
- Ability to maintain a professional and interpersonal relationship with all parties relevant to Disability Advocates' programs and projects, and represent the best interests of Disability Advocates at all times.

Qualifications and Important Requirements

Education: Bachelor's degree in Public Administration, Community Planning, Social Work, or related field or significant experience in these areas may substitute.

Experience: Previous nonprofit experience highly preferred in the areas of community organizing and volunteer coordination and/or public policy work.

Work Environment and Abilities: This job will be performed in a standard office environment with most communication through in-person meetings, email and phone conversations. In addition, attendance at meetings in and out of the office is expected, therefore, self-identified mode of transportation is required. Communication with Disability Advocates' coworkers, supervisor, directors, board members and outside entities to successfully perform functions of the job is expected.

Impact on Programs, Services and Operations:

This position provides integral and necessary support functions for the success of the Independent Living Services Department and all program areas of Disability Advocates. It serves as a critical resource in supporting Disability Advocates' mission and promoting Disability Advocates' core values through the achievement of identified outcomes for consumers and community entities.