



Volunteer Leader

Reports to: Community Engagement Coordinator

Department: Community Engagement

Group: Volunteer Engagement

Description of role: Volunteer Leaders are model Safe Passage ambassadors who not only exemplify the organization's values, but help to create and maintain an open environment for newcomers. In this role, Volunteer Leaders greatly expand the organization's capacity to engage meaningfully with our community by providing direct support in the onboarding, orientation, and training of incoming volunteers.

Primary Responsibilities:

- Provide support in the screening, interviewing, and onboarding process of new volunteers, including administrative support.
- Create one-on-one relationships with applicants to address questions and concerns throughout their training.
- Assist in virtual and/or in-person facilitation of the volunteer training program.
- Meet regularly with the Community Engagement Coordinator to discuss updates and progress of new volunteers.
- Provide administrative support to the Community Engagement Coordinator, as needed.
- Serve as a community ambassador to promote and uplift Safe Passage programs and services, increase brand reputation, and help to facilitate community connections.

Secondary Responsibilities:

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the Community Engagement Coordinator.
- Log training and/or volunteer hours weekly in the volunteer database.
- Occasional attendance at monthly Engagement Team meetings.

Skills/qualifications Needed:

- At least 1 year of experience volunteering with Safe Passage
- Access to a computer with reliable internet access
- Strong communication and active listening skills
- Excellent time management and ability to self-direct
- Ability to work collaboratively with others and independently

- Some experience and/or comfort with online communication, collaboration, and project management platforms, including but not limited to Zoom and G Suite.

Preferred skills:

- Knowledge of common social media platforms

Training:

- Facilitation 101 & 201 (3 hrs)

Time Commitment

Volunteer Program Assistants contribute time on a task/project-based schedule, with an ideal commitment of at least 5 hours a month. Deadlines are set per the mutual agreement of the volunteer and the Community Engagement Coordinator and may be subject to change.

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission: Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Learn more at www.safepass.org.