



Volunteer Program Assistant

Reports to: Community Engagement Coordinator

Department: Community Engagement

Group: Volunteer Engagement

Description of role: Volunteer Program Assistants support the mission of Safe Passage by aiding in the implementation of the Volunteer Program, which allows us to meaningfully engage the communities we serve. Volunteers in this role assist in developing materials, positions, resources, and educational programs to expand organizational capacity and create deep connections with community partners.

Primary Responsibilities:

- Assist in the development of Volunteer Program processes and resources; and in the ongoing development, assessment, and implementation of the volunteer training program.
- Help to assess organizational needs and create volunteer position descriptions alongside the Community Engagement Coordinator and departmental heads.
- Contribute to the recruitment and retention of volunteers.
- Provide administrative support to the Community Engagement Coordinator, as needed.
- Provide occasional technical support for volunteer training programs.
- 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:

- Access to a computer with reliable internet access
- Strong written and/or verbal communication
- Ability to work collaboratively with others and independently
- Facility with common social media platforms

- Some experience and/or comfort with online communication, collaboration, and project management platforms, including but not limited to Zoom and G Suite
- A commitment to transformative social justice

Preferred skills:

- Facility with common social media platforms
- Some experience working directly with people (volunteering and/or volunteer coordination, customer service work and retail, group facilitation, etc.)

Training:

- Safe Passage Ambassador Volunteer training (8-15 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. This role can be completed remotely.

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.