



## JOB DESCRIPTION

**Position:** Sexual Assault/Rape Crisis Volunteer Coordinator

**Reports to:** SA/RCS Program Director

**Primary responsibilities:** Oversees all aspects of volunteer recruitment, training, and retention for sexual assault services. Provides direct services to survivors of sexual violence and their significant others.

1. Working with Program Director, initiates, develops, and implements a plan for volunteer recruitment, training, and retention.
  - Recruits and trains at least 10 volunteers per year.
  - Screens volunteers before training and provides ongoing evaluation and support to active volunteers.
  - Sets up volunteer training to meet PCAR standards, schedules speakers, manages logistics.
  - Schedules volunteers and maintains hotline schedule.
  - Maintains volunteer records as required by funders, to include clearances and continuing education.
2. Provides hotline back-up on a regular, rotating basis.
3. Covers occasional hotline shift on evenings and weekends when volunteers are unavailable.
4. Completes 40 hours of training mandated by PCAR.
5. Provides supportive counseling, accompaniment, and advocacy services to adult and child victims of sexual assault and their significant others. Co-facilitates support groups as needed.
6. Maintains confidentiality of clients at all times.
7. Purchases supplies and equipment as necessary.
8. Promotes program and volunteer activities as appropriate.

9. Maintains records according to standards of funding sources and submits statistical information and reports as required.
10. May provide school and community education programs to increase public awareness of the problems associated with sexual assault.
11. Participates in staff meetings and Association events as required.
12. Attends various meetings and conferences. Networks with related community resources.
13. Flexible schedule required – may need to work evening and occasional weekend hours.
14. Performs other duties as assigned.

#### QUALIFICATIONS

- Bachelor's degree in social work or related work/volunteer experience.
- Demonstrated experience in working with volunteers.
- Ability to provide current, acceptable clearances (Criminal, Child Abuse, FBI) in accordance with YWCA policies.
- Valid Pennsylvania Driver's License and willingness to travel as job requires.
- Commitment to serving all clients in a manner which facilitates healing and empowerment.
- Has or acquires basic knowledge of YWCA computer system (Windows, Microsoft Office).
- Commitment to the YWCA mission.

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Signature

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Date