



AmeriCorps Volunteer Recruitment/Administrative Support Assistant Job Description - Dunebrook

Position Title: Volunteer Recruitment/Administrative Support Assistant

Location: Dunebrook 7451 W. Johnson Road, Michigan City, IN 46360

Term: 1700 hours (September 2022-July 31, 2023)

Living Stipend up to: \$16,502

Education Award: \$6,495

Supervisor: Shamara Foreman, 219-874-0007 x 348 or shamara@dunebrook.org

About Organization: Dunebrook has over 30 years of experience working in our communities providing support to parents and children to build safer, healthier, happier families through free home-visitation, public education, and child advocacy/forensic services. Our mission is to advocate for children and to provide positive family support and education. Our vision is Every Child: Safe, Healthy, Happy.

About the role: The Volunteer Recruitment/Administrative Support Assistant aids with volunteer recruitment and activities, provides reception by graciously greeting visitors and operating a multiline telephone system, and provides administrative support for the organization.

Responsibilities:

- Assists with development and implementation of volunteer recruitment and marketing plan; assists with outreach to community for volunteer requests.
- Assists with coordination of volunteer activities and matching volunteer's talents/personality to services and assists with onboarding, training, mentoring, and supporting volunteers.
- Answers incoming telephone calls, retrieves messages from voicemail, determines purpose of callers and forwards call to appropriate personnel or department and sorts and routes mail, deliveries, and incoming faxes.
- Welcomes on-site visitors, has visitors sign-in, determines nature of business, and announces visitors to appropriate personnel and provides a comfortable atmosphere for family members waiting while a child is being interviewed in the Child Advocacy Center, performs hospitality services and clean-up as needed, and assists families as needed.
- Performs other clerical/administrative services as needed, such as filing, labeling, copying, collating, data entry, and supply organizing.
- Maintains confidentiality.

Candidate preferred qualification:

- Excellent verbal and written communication skills, time management skills, interpersonal skills, patience, listening and organizational skills.
- Experience providing services to culturally diverse communities and families.



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- Proficient in Microsoft Office programs.

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