

AmeriCorps Position Description- Organization Name

Position Title: Volunteer Coordinator

Location: Opportunity Enterprises, Inc. OE East Building, 3101 Evans Avenue, Valparaiso, IN 46383

Term: (Select one of the following)

- 300 Hour Minimum time (September, January and May start)

Supervisor: Alison Martin, Development Director
(219) 464-9621, Extension 285; alison.martin@oppent.org

About Organization: Opportunity Enterprises has been serving people with disabilities for over 50 years. Our organization helps by providing:

- Housing – for those who need support, we offer the next step after moving out of a parent's house.
- Employment – both through OE-operated Social Enterprises as well as a job placement division to connect people with community employment.
- Education – we work with 23 high schools to prepare students for next steps as well as provide life-long learning opportunities for those where employment is not a good fit.
- Respite – temporary relief for families to receive much deserved breaks, as well as provide enriching and social outlets for those with disabilities.

OE does so much more impacting the economic development of our communities by contributing to the workforce and providing a place for families who need extra supports for a loved one. OE understands the inclusivity matters and those we serve deserve dignity. OE creates a community filled with possibility.

OE's mission is to maximize self-sufficiency and enrich the quality of life for individuals with disabilities. Our vision is to create a fully integrated community where life for persons with developmental disabilities is valuable, purposeful and fulfilling.

We serve both our mission and vision by living the following organizational values:

- We believe it is possible to make a positive difference in the lives of the persons we serve.
- We accept people as they are and support each person in their growth and development.
- We will listen and act when our consumers speak for themselves.
- We believe in servant leadership.
- We know that well-trained and motivated staff make a difference in the lives of our consumers.
- We support innovation and embrace change.
- We strive for excellence.



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About the role: Volunteer Coordinator – This position is designed for a creative, energetic individual who is interested in catalyzing participation of various audiences to become involved in Opportunity Enterprises. The Volunteer Coordinator performs responsible work in providing strategies, planning, facilitation, and engagement services for the organization – including the creation and implementation of a long-term community engagement plan. This position facilitates and builds public awareness through organizational communication, internal and external, and develops processes. The Volunteer Coordinator reports to Opportunity Enterprises’ Development Director.

Responsibilities:

- Assists in the implementation of marketing and public relation strategies designed to build appreciation and volunteer support of the agency’s initiatives, recruitment, programs, services and activities.
- Encourages and supports committees (volunteer ambassadors) for planning and implementing special initiatives for the organization.
- Develops and implements a volunteer program – complete with processes, volunteer training, and post-volunteer evaluation.
- Continuously develops knowledge of best practices to build awareness of volunteer opportunities.
- Uses training, one-on-one and small group meetings and other techniques to facilitate engagement of various groups.
- Develops collaborative partnerships with agency staff, volunteers, families, donors, and other organizations to establish professional links with the community.
- Performs other incidental and related duties as required and assigned.

Candidate preferred qualification:

Knowledge of:

1. Communication strategies including written ability for planning and processes.
2. Building partnerships through volunteerism and associations.
3. Volunteer event/opportunity development and execution.
4. Record keeping, report preparation, filing methods, and computer technology.

Ability to:

1. Organize and coordinate multiple volunteer opportunities simultaneously, including preparing related support documents and materials.
2. Work with diverse audiences for the common goal and purpose of Opportunity Enterprises strategic direction.
3. Provide direct support for various volunteer projects and campaigns.
4. Train and teach effective engagement skills to other staff or members of the community.
5. Influence and motivate people to be involved and engaged.
6. Maintain effective working relationships with staff, volunteers, community groups, donors and other related agencies.



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This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service.



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