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## Service and Volunteerism Manager

### Description

The Service and Volunteerism Manager oversees New American Pathways volunteer, intern, and in-kind donations.

### Responsibilities

#### Essential Job Functions

- Formalize and implement an annual volunteer and intern recruitment plan.
- Liaise with program managers and coordinators to match departments with appropriate volunteers, interns, and community partner groups on an ongoing basis.
- Serve as a member of New American Pathways' management team, developing strategies for engaging volunteers, interns, and faith-based and community partner groups in achieving organizational goals.
- Provide Orientation and ongoing training to volunteers, interns, and group volunteer members.
- Develop/ Maintain a system to track the hours and types of services volunteers and interns contribute.
- Train and supervise two AmeriCorps members within the Volunteerism department

### Industry

Advancement

### Employment Type

Full-time

### Working Hours

Monday – Friday, 9:00 AM to 5:00 PM Daily (some nights and weekends required)

### Volunteer and Intern Services

- Develop and maintain strong relationships in the community resulting in increased volunteer and recruitment engagement
- Liaise with faith-based communities to supplement refugee services
- Oversee the process of in-kind donations and coordinate donation drives
- Recruit, Screen, orient, and match volunteers and interns with appropriate service opportunities.
- Maintain complete and accurate documentation on all volunteers and interns
- Maintain and distribute accurate up-to-date job descriptions for all volunteer opportunities
- Recognize volunteers and their service through events and communications
- Respond to volunteer inquiries promptly and keep volunteers informed about news and events
- Implement integrated recruitment and placement processes of volunteers and interns for the agency.

### Qualifications

- At least three years of volunteer coordination and/or supervisory experience.
- Creative problem-solving ability and interest in growing a program
- Team Orientation and problem-solving approach
- Ability to handle a variety of tasks simultaneously and prioritize effectively
- Experience developing, supervising, and implementing a program

- Excellent written and verbal communication skills
- Experience working as a part of a team in a diverse, multicultural environment
- Grant writing and grant management experience preferred
- Public Relations and Public speaking experience desired

**Job Benefits**

This is a full-time, salaried position with an annual salary range of **\$47,000-\$55,000**. The employer pays life and disability insurance, fourteen (14) paid holidays, and a generous paid time off policy. The employee has the option to contribute to 401(k).