



Part-Time Volunteer Coordinator
Job Description
Department: Development

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members. The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision.

Position Overview:

WCCAC is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members. The Volunteer Coordinator is responsible for developing and maintaining positive relationships with volunteers to help WCCAC grow and succeed. In this rewarding and diverse role, your primary responsibility is to recruit, coordinate, and steward volunteers as well as harness corporate volunteerism for various special events and 3rd party fundraisers. This position will expand relationships with our community and corporate partners by creating new volunteer engagement activities. You will report to our Chief Advancement Officer.

Reports To: Chief Advancement Officer

Commitment Type: Part Time (< 30 hours a week), occasional weekends and evenings

Base of Operation: Georgetown, Texas (Travel within Williamson County)

Salary: Based on Qualifications and Experience, Non-exempt

Benefits: None

Qualifications:

- Bachelor's Degree (preferred) from an accredited university with a focus in public administration, education, community/regional planning, human services, social/behavioral science, or a related field, along with 2-3 years of relevant work experience, **OR** an equivalent level of professional experience.
- Belief in the mission of WCCAC
- Excellent written and verbal communication
- Ability to communicate effectively with diverse populations.
- Skilled at facilitation and system collaboration, information sharing, and team building
- Strong organizational skills with the ability to prioritize and work under deadlines
- Strong ability to maintain accuracy and focus on details
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Ability to work independently, as well as with a team
- Ability to pass annual criminal and CPS background checks, as well as clear the National Sex Offender Public Website and SafeSport registries
- Reliable transportation and a valid Texas Driver's License and must show proof of insurance as requested by the WCCAC

Job Tasks: Volunteer Coordinator (~70% of time)

- Collaborate with the staff, new partner groups, and the Development Department to expand new relationships consistent with mission of WCCAC and to reach new audiences
- Assist in developing and executing a comprehensive Volunteer Program Strategy for the Children's Advocacy Center
- Coordinate all aspects of volunteer development, including recruitment, training, scheduling, tracking hours, and overseeing volunteer recognition programs
- Collaborate with various departments to assess and address volunteer needs
- Maintain accurate and up-to-date volunteer records and databases
- Manage and schedule volunteers for ongoing tasks, events, and activities
- Ensure the security of confidential information, both physically and digitally
- Participate in community events, particularly volunteer fairs, and support the agency as needed
- Coordinate volunteer teams for office projects, program support, special events, community outreach efforts, etc.
- Represent the WCCAC in an enthusiastic and professional manner in the community and with a demonstrated commitment to WCCAC's mission, vision, and values

Job Tasks: 3rd Party Fundraisers (~30% of time)

- Work to recruit and promote 3rd party fundraising opportunities and participate as requested
- Oversee 3rd party fundraiser platforms and ensure prompt gift processing and acknowledgement
- Attend event/fundraising meetings and performs administrative tasks, including printing documents, taking meeting minutes, and tracking participation
- Assist with fundraising & other development activities that support the Center's mission and goals
- Perform other duties as assigned

Physical Requirements:

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds)
- Must be able to sit/stand at a workstation and/or a computer screen for up to 2 hours at a time

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

This is a grant-funded position that is expected to be on-going.

To APPLY, please email a cover letter, three references, and resume to wccacinfo@wilcocactx.org with the subject line "Volunteer Coordinator – Applicant".