VOLUNTEER & EMPLOYMENT PROGRAMS COORDINATOR

POSITION SUMMARY:
The Volunteer & Employment Programs Coordinator will be responsible for managing a comprehensive volunteer program at the Lussier Community Education Center and organizing employment resources and partnerships for community members. The center engages hundreds of volunteers every year ranging from low income youth to retired professionals. We are seeking a highly organized, motivated and personable coordinator who can build strong relationships with people from many different backgrounds and provide a meaningful volunteer and employment learning experiences. We are seeking someone who can create experiences that fit both the needs of the center and the various interests of volunteers and employment resource seekers. The position is split between volunteer and employment program management.

Hours: 40 hours per week, 10am-6pm, Mon-Fri, with some evenings and weekends,
Compensation: $30,000 plus health benefits, 3 weeks’ vacation/year, sick leave, disability insurance.

DUTIES AND RESPONSIBILITIES:
1. Update, improve and implement an efficient, welcoming and comprehensive volunteer coordination system for the center.
2. Develop partnership with Dane County TimeBank including making TimeBank membership available to LCEC volunteers.
3. Lead 1-3 major volunteer projects/events per year at the LCEC.
4. Implement regular volunteer appreciation activities.
5. Lead transition process for the volunteer-run LCEC Food Pantry as long term volunteer coordinators retire and support ongoing LCEC management of the pantry.
6. Screen, place, orient and supervise volunteers placed at the LCEC to complete requirements through W-2, Wisconsin Dept of Vocational Rehabilitation work experience programs, internship programs, and college, high school and court-mandated community service programs.
7. Update, improve and implement an efficient and supportive employment resources program for west side community member.
8. Recruit and manage a team of volunteers to provide one-on-one help to job seekers (job search, application completion, resume writing, mock interviews, etc.)
9. Coordinate partners offering adult education and employment training programs. This will include communication with MATC outreach instructors, START Pre-apprenticeship Training Program staff.
10. Work with partners at the UW-Madison School of Nursing to create Community Health Research Assistant training program and utilize community volunteers to complete a community health profile.
11. Complete all necessary data collection and reporting for the Building Employment And Technology Skills (BEATS) Program.
12. Participate fully in the shared work of the Lussier Community Education Center including neighborhood events, staff retreats/meetings and other projects as they arise.

REQUIRED KNOWLEDGE AND ABILITIES
1. Experience working with volunteers in a similar capacity.
2. Positive, cheerful and welcoming attitude.
3. Ability to promote teamwork as well as take initiative and work independently.
4. Mature attitude, creativity, resourcefulness, and ability to serve as a positive role model.
5. Understanding and appreciation of socio-economically, ethnically and culturally diverse populations.
6. Excellent communication and relationship building skills.
7. Highly organized.
8. Proficiency with common office software programs.

PREFERRED KNOWLEDGE AND ABILITIES
1. Spanish or Hmong language proficiency

Application and a writing sample (maximum one-page) are required. Application received by August 3, 2012 will receive first consideration. Applications are available at 55 South Gammon Road, Madison, WI 53717 or at http://www.lcecmadison.org/contacts/index.php?category_id=3456. Applications may be submitted to the above address or susan@LCECmadison.org. Resumes will be accepted with an application but not in place of one.

Note: Ideal writing samples include excerpts from articles, brochures, reports, proposals or letters that demonstrate the candidate’s ability to clearly/compellingly communicate the details and importance of a program or event. Samples may be pieces created for this application referencing a real program in which the candidate was actually involved.

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