

<b>Job Title</b>	Volunteer Manager
<b>Employer/ Agency</b>	Casa de Esperanza de los Ninos
<b>Job Description</b>	<p>The Volunteer Manager coordinates all organizational individual and group volunteers; basic needs drives and in-kind donations. This includes coordinating the organization's volunteer strategy; processing volunteer applications; providing volunteer training; and engaging in efforts to retain volunteers. The Volunteer Manager communicates with multiple programs within the organization to determine needed volunteer roles and then identifies ways for volunteers to fill them.</p> <p><b>ROLES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Volunteer Program Strategy <ul style="list-style-type: none"> <li>○ Establishes goals, objectives, and strategies for the volunteer program in consultation with the Development Team.</li> <li>○ Tracks progress and strategizes to meet goals.</li> </ul> </li>   <li>• Individual Volunteer Program <ul style="list-style-type: none"> <li>○ Recruits and trains volunteers</li> <li>○ Welcomes new volunteers and engages with volunteers regularly to ensure their success</li> <li>○ Communicates with programs to ensure that volunteers are best utilized</li> <li>○ Devises and coordinates volunteer appreciation efforts</li> <li>○ Prepares a bi-monthly volunteer e-newsletter</li> <li>○ Ensures that each volunteer's file and hours meet standards</li> <li>○ Ensures that volunteer hours are properly recorded and prepares year end reports on totals</li> </ul> </li>   <li>• Group Volunteer Events: <ul style="list-style-type: none"> <li>○ Schedules and coordinates group volunteer activities.</li> <li>○ Attends and supervises volunteer activities</li> <li>○ Maintains records on group events</li> <li>○ Ensures that groups are thanked</li> <li>○ Provides follow up to facilitate future involvement</li> </ul> </li>   <li>• Special Events: <ul style="list-style-type: none"> <li>○ Coordinates volunteers for organization events such as the annual gala; supervise volunteers at such events</li> <li>○ Represents organization at outside special events, speaking engagements, charity fairs, volunteer recruitment fairs, and basic needs drives in a professional manner</li> <li>○ Responds to inquiries regarding 3rd Party Events and oversees application process. Ensures events have the Casa de Esperanza staff and/or resources needed</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Manage In-Kind Donations: <ul style="list-style-type: none"> <li>○ Coordinates the in-kind donation program including Needs Drives; Back-to-School; and holiday giving program; coordinates with programs to distribute donated items</li> <li>○ Maintains Amazon Wish List</li> <li>○ Ensures donors are thanked in a timely manner and donations are recorded in donor database</li> </ul> </li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<p><b>EDUCATION:</b> Bachelor's degree</p> <p><b>EXPERIENCE:</b> Three to five years of experience working in a non-profit with experience in a role coordinating volunteers</p>
<b>Salary/Hours</b>	\$50,000
<b>Employer/Agency</b>	Casa de Esperanza de los Niños
<b>Address</b>	2911 Corder St.
<b>City, State, Zip</b>	Houston, TX 77054
<b>Contact Person</b>	Darean Talmadge
<b>Contact Title</b>	Human Resources Coordinator
<b>Telephone Number</b>	713-529-0639
<b>Email Address</b>	<a href="mailto:dtalmadge@casahope.org">dtalmadge@casahope.org</a>
<b>Application Method</b>	Submit application at <a href="http://casadeesperanzadelosninosincorporated.appone.com/">http://casadeesperanzadelosninosincorporated.appone.com/</a>
<b>Opening Date</b>	Immediately

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