

Project Safe Inc.  
Job Description

Position: Volunteer & Student Experience Manager  
Responsible To: Executive Director  
Hours: Full Time Monday- Friday (hours are often flexible as significant evening and weekend work may be needed for certain events and projects)  
On Call Rotation  
Salary Range: \$41,000-45,000

Responsibilities:

**Volunteer Program Responsibilities:**

- Commit completely to Project Safe's mission and values, consistently modeling those values as a collaborator and leader and incorporating those values into the volunteer and student experience.
- Recruit and schedule interns & volunteers for key Project Safe programs, ensuring the best possible match of intern and volunteer interests and skills with organizational needs.
- Coordinate and implement training of volunteers, interns, and new staff hires as needed, helping to ensure that organizational values are passed on, and board-approved policies are followed (including those related to the Coronavirus pandemic).
- Work with appropriate staff to ensure proper supervision of interns and volunteers in accordance with federal, state, funder, and school placement requirements.
- Encourage and support other staff in being excellent mentors and coaches for interns and volunteers, helping to ensure that the experience is meaningful and enriching as well as beneficial to Project Safe.
- Ensure that all volunteers and interns complete administrative requirements in accordance with organizational standards, and update these records as needed.
- Maintain electronic records of all completed volunteer hours on a monthly basis. Complete and submit monthly or quarterly reports based on this information as requested.

**Community Involvement Responsibilities:**

- Represent Project Safe (or coordinate such representation by trained staff or interns) at community and campus events, resource fairs and ensure that Project Safe is presented in a strong, positive, values-centered manner.
- Perform speaking engagements and trainings for outside agencies and community organizations as needed. This is a task shared by multiple staff.
- Assist with fundraisers and other events at which volunteers and student interns participate, ensuring a smooth and positive experience.

**Other Responsibilities:**

- Operate in shared office out of the Project Safe Emergency Shelter, and assist with support of shelter residents or callers when needed.
- Participate in on-call rotation of full-time staff.
- Complete other duties as assigned by Executive Director or Associate Director.
- Other duties as assigned.

**Qualifications:**

- Masters Degree or equivalent combination of education and experience.
- Proven ability to communicate with, and empower, volunteers to be effective in their roles.

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- Knowledge and experience working with victims/survivors of domestic violence and their children.
- Ability to work cooperatively with different types of personalities.
- Excellent written and verbal communication skills
- Excellent organization skills
- Able to develop a strong commitment to Project Safe's mission and values with an appreciation of and respect for diversity when interacting with clients, staff and interns.

Please submit a cover letter and resume to the Executive Director, Joan Prittie, at [jprittie@project-safe.org](mailto:jprittie@project-safe.org). No phone calls, please.