



LEARNING TOGETHER TO  
LOVE OUR NEIGHBORS AS OURSELVES

**STATUS:** Non-Exempt (Part-Time) 15hrs/week

**TITLE:** Volunteer Coordinator

**REPORTS TO:** Programs Director

**Position Summary:**

Responsible for the recruitment, training, and supervision of all volunteers. Leads and oversees all aspects of volunteer management including approving volunteer applicants, completing background checks, placing and training volunteers. Must have sound communication and organizational skills, the capacity to lead small and large groups of volunteers, and public speaking skills.

**Organization:**

Casa Chirilagua is a faith-based Christian 501(c)(3) nonprofit community that serves Alexandria, Virginia. Its mission is to develop relationships with families to see the Chirilagua neighborhood transformed by Christ. The team of 14 staff members and many volunteers accomplish this mission and impact the lives of under-served Latino youth and their families through programs including Elementary Kids Club, Teens Club, Casa To College, Bible Study, one-on-one mentoring, adult education classes and more.

**Key Responsibilities:**

1. Program Management and Development (70%)

- a. Responsible for screening all potential volunteers and walking them through the onboarding process. Provide training alongside program directors on the policies of Casa and their volunteer role. Provide continued training and connection opportunities for volunteers.
- b. Track and manage all volunteer data, including but not limited to CPP compliance, active or inactive status, and updating contact information on a quarterly basis. Create tools for program staff to track volunteer hours and process that data quarterly for reporting purposes.
- c. Communicate regularly with program staff on programming needs. Regularly update recruiting avenues to reflect current needs.
- d. Develop and implement training to increase volunteer understanding of and engagement in the mission and vision of the organization. Develop or partner with other organizations to provide training and tools for volunteers to better engage with their specific program.
- e. Work with program directors to host an annual thank you event for all active volunteers.

2. Relationship Management (30%)

- a. Act as the point of contact for organizations that recruit volunteers (ex: Volunteer Alexandria) and update those platforms with current volunteer needs.
- b. Act as the point of contact for programs placing interns/ long term volunteers. Work alongside the Program Director to interview and place them as the point of contact



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between the school/ organization for all logistics of the internship/ volunteer placement.

**Essential Functions:**

- Develop volunteer program
- Complete screenings and training for potential volunteers
- Work with staff to assess volunteer needs
- Develop and promote volunteer opportunities, including internships
- Train and assign volunteers. Provide oversight, direction and mentoring; develop and communicate clear expectations to assess the effectiveness of volunteers, both within teams and individually
- Assisting colleagues regarding volunteer engagement. Maintain harmonious team/employer/volunteer relations
- Assist program directors in creating, executing and analyzing volunteer surveys
- Develop and/or enhance measures to gauge volunteer retainment
- Provide resources for volunteers in their respective roles

**Other Duties:**

- Perform or assist with any operations, as required to maintain workflow, meet staff deadlines and quality requirements.
- Meet with local churches, nonprofits and other agencies who partner with the organization in order to recruit volunteers.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

**Competency:**

- Excellent relationship building skills and the ability to cultivate external relationships in support of the mission and vision of Casa Chirilagua.
- Demonstrates leadership, leads by example, and creates the environment that empowers and encourages others to lead.
- Excellent written, verbal, and public speaking communication skills in both English and Spanish, preferred.
- Proficient with Microsoft Office and other specialty software applications.
- Strong organizational skills.

**Christian faith:** Manifest evidence of personal faith in Jesus Christ, actively pursuing spiritual mentorship and community, and Christ centered perspective that aligns with Casa Chirilagua's Core Values.



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**Education/Experience Requirements:**

- Two years of college and/or additional specialized training is preferred.
- Over one to three years of related experience is preferred.

**Additional Requirements:**

- Provide Faith Statement
- Letter of recommendation from pastor
- Darkness to Light's Stewards of Children training required upon hire

**Salary:** \$20.00/hr

**Expected Hire Date:** By December 2, 2024

**Work Schedule:** Hybrid and flexible

**To Apply:** Please send your statement of faith, letter of recommendation from your pastor, and resume to [jobs@casachirilagua.org](mailto:jobs@casachirilagua.org).