

## **DIRECTOR – VOLUNTEER PROGRAMS**

### **Based in the Maryland suburbs of DC**

Our client is a well known and respected national advocacy organization. They have engaged us to find a Director – Volunteer Programs to lead their Volunteer and Intern programs.

### **Position Overview**

Responsible for researching and establishing new programs, actively recruiting volunteers, and promoting volunteer programs within the organization. Provide leadership to the volunteers, schedules volunteer assignments, develops position descriptions, liaise with departments to determine needs. Also responsible for managing the intern program for the organization.

### **Key Responsibilities**

- Manages the recruitment, screening, selection, orientation, and performance of all volunteers and interns, to include advertising, interviewing, background checks, etc.
- Works cooperatively with departments to determine need for volunteers and interns. Develops and maintains volunteer database. Recruits, interviews and places applicants for volunteer work.
- Develops and maintains volunteer and intern handbook that will include policies and procedures of the organization and the volunteer/intern program.
- Develops and delivers a volunteer and intern training process to new volunteers and interns as needed.
- Develops, promotes and maintains a wide range of volunteer and intern opportunities within the organization. Recommends and develops ongoing uses for utilization of volunteers.
- Coordinates community outreach events.
- Develops and oversees program's budgets.
- Provide ongoing support and guidance for volunteers and interns.

### **Qualifications**

- Bachelor's Degree
- Four to Six years experience with a nonprofit organization, including the management of a volunteer / intern program.

- Effective Leadership experience
- Proficiency in basic computer applications, such as Word, Outlook and Excel.
- Strong organization and planning skills and strong writing and oral communication skills.
- CVA certification is preferred.

Our client offers a benefits package that is above standard as well as an excellent compensation package. Relocation costs are covered.

If you are interested in this excellent career opportunity, please email your resume and cover letter to:

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