**Job Description**

**Agency Description**

***Alexandria House*** is a transitional residence and house of hospitality for women and children in need. Located in mid-city Los Angeles, it provides safe and supportive housing to single women and women without children in the process of moving from homelessness/emergency shelter to permanent housing. ***Alexandria House*** also responds to community needs, and provides a gathering place for residents and neighbors alike. ***Alexandria House*** is consciously anti-racist and committed to creating a community with the values of mutuality, dignity and respect.

**Vision Statement**

As participants in the ***Alexandria House*** community, staff, interns and volunteers act as agents for justice and social change through fulfilling service opportunities that both meet the needs of the families we serve, as well as offer possibilities for the individual’s own change and growth.

**Title: Volunteer Coordinator**

**Hours: Flexible**

**Responsibilities:**

* Be the initial point person for those contacting ***Alexandria House*** by telephone, email or in person hoping to volunteer; share the volunteer opportunities , and determine interest and availability
* Recruit volunteers only as needed
* Orient volunteers by providing a tour of the houses, reviewing required documents (Mission statement, Code of Conduct, Confidentiality, Philosophy regarding Children, etc.), describing process of volunteering while on site (signing in, name tags, recording hours, etc.)
* Make sure appropriate forms are filled out, and on file including copy of current driver’s license and proof of insurance if needed.
* Work with other program staff to determine volunteer needs and to introduce volunteer to appropriate program coordinators; for groups of volunteers, solicit tasks from other staff members at the weekly meeting
* Serve as the point person for groups of volunteers whenever possible; coordinate with the Director to provide introduction to ***Alexandria House*** when a group arrives on site; facilitate any logistical issues that may surface
* Ensure that volunteer information is entered into the data base
* Keep accurate records of the hours served and submit appropriate records or verify service as required (ex. community service hours)
* Create and use tools of evaluation to determine the value of the experience both to the volunteer/volunteer group as well as to the program.
* When appropriate take and send photos to the social media coordinator
* Coordinate with the Director the type of thank you to be sent; be responsible for any other follow up that would be helpful.
* Interact with residents, past residents, neighbors, volunteers, visitors, and other staff members in a positive and supportive way.

*This job description can be revised and changed upon the mutual agreement of the Director and the staff member responsible for Volunteer Coordinator. It will also be reviewed on an annual basis on or near the anniversary of employment.*

3/2015