

## **Volunteer Coordinator: Social Justice and School Partnership**

First Unitarian Church of Rochester — Rochester, NY 14610

\$14.00 per hour

The First Unitarian Church of Rochester is seeking a part-time Volunteer Coordinator: Social Justice and School Partnership to recruit, place, train and retain volunteers for Schools 15 and 22. This role serves as the key contact for school, church and community members about volunteer involvement and is the liaison from First Unitarian Social Justice teams to Senior Staff of the church.

### **Job Responsibilities**

#### *Recruitment*

- Recruit volunteers from church, colleges and community.
- Review applications, reference checks.
- Maintain volunteer data base.

#### *Placement*

- Build relationships with teachers and staff in order to identify their volunteer needs.
- Monitor and support volunteer assignments, including tracking hours and activities.
- Conduct annual survey to plan for following year.

#### *Training and Communication*

- Help develop, present, and coordinate volunteer orientations and training.
- Develop a process for volunteers and teachers to share feedback.
- Attend monthly meetings of UUSP Committee and UUSP/School Leadership Teams.
- Attend selected meetings of other First Unitarian Social Justice Activities, maintaining communications between these activities and Senior Staff of the church.

### **Education**

- High School Diploma or equivalent.

### **Skills & Experience**

- Familiarity with K-6 education is helpful.
- Familiarity with UU religion and supportive of its mission, values and principles.
- Excellent people skills, welcoming and personable.

- Good tracking and computer skills, including experience with Database software and spreadsheets.
- Experience working with volunteers.
- Awareness of cultural differences.

**Work Schedule**

- Average of 10 hours / week; up to 15 hours September through October.

