

**VIRGINIA'S HOUSE, A Family Resource Center, Inc. & Dr. Goodall's House
Job Announcement: VOLUNTEER RECRUITER COORDINATOR (Part-time)**

VIRGINIA'S HOUSE MISSION: To meet the needs of abused, neglected, and traumatized children through programs of prevention, advocacy, and support.

GENERAL RESPONSIBILITIES: Creating and implementing recruitment opportunities. Organizing the recruitment and training of volunteers. Maintain effective relationships through personal contact and written communication with other professional and social service organizations. Maintains prospect database with data integrity. The ideal candidate will be a self-starter with ability to remain calm under stress. Works independently to build quality volunteer programs with strategic goals to increase total volunteer-base for the organization. This a new, part-time position.

REPORTS TO: CASA Program Director; primary work location is Breckenridge, TX

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Excellent verbal and written communication skills
- Strong skills in human relations, team building and leadership

DESIRED QUALIFICATION:

- Bachelor's degree in social services or related field
- An understanding of child abuse issues and the child welfare system
- Experience working for a children's advocacy center
- Bilingual in Spanish/English

TO APPLY:

Preview our website to learn more about our non-profit organization;

<https://www.virginiashousetx.org>

Qualified applicants should email their resume and letter of interest to

jobsatvirginiashouse@gmail.com. Background checks will be conducted on all candidate finalists. No phone calls, please.