

<b>Job Title</b>	Volunteer Services Specialist
<b>Employer/ Agency</b>	HARRIS COUNTY
<b>Job Description</b>	<p><b>POSITION DESCRIPTION:</b></p> <p>Assists the Volunteer Coordinator and provides assistance with all aspects of the HAY Center The Volunteer Service Specialist assists the Volunteer Coordinator and provides assistance with all aspects of the Houston Alumni Youth (HAY) Center Transition Coaching Program and will be responsible for recruitment, selection, training, assignment, supervision and evaluation of volunteers and their work with assigned youth as the youth transition out of foster care.</p> <ul style="list-style-type: none"> <li>• Develops, plans, and conducts recruitment efforts to meet the volunteer service needs of the Transition Coaching Program. <ul style="list-style-type: none"> <li>○ Analyzes, organizes, and evaluates recruitment and informational materials regarding the HAY Center transition coaching program.</li> <li>○ Interviews, evaluates, selects and refers volunteers for assignment with selected or matched youth.</li> <li>○ Conducts orientation and training programs for volunteers.</li> </ul> </li> <li>• Supervises, assigns and directs the work of volunteers to ensure policies are being applied and are in the best interests of the youth.</li> <li>• Monitors volunteer activities and maintains on-going communication with volunteers, caseworks, and caregivers <ul style="list-style-type: none"> <li>○ Manages a caseload of volunteers and the foster youth.</li> <li>○ Prepares and maintains records and reports on volunteer involvement, case documentation of services provided, and other related activities.</li> </ul> </li> <li>• Assists with the planning of special events for the Transition Coaching program and other special events where volunteers are utilized. <ul style="list-style-type: none"> <li>○ Attends all special events for the Transition Coaching Program and the Hay Center.</li> </ul> </li> <li>• Attends and participates in all mandated trainings, work groups, and staff development/training activities to enhance skills and develop professional knowledge.</li> <li>• Other job-related duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a Social Services, Communications, Business Management, Marketing or related field.</li> <li>• One (1) year full time paid experience in volunteer coordination, administration or volunteer program development or fund raising, in a community service organization or social service agency.</li> <li>• One (1) year full time paid experience working with youth and young adults in a youth-services agency in an institutional counseling or social services setting.</li> <li>• Training and experience using a personal computer with a variety of software including Microsoft Office.</li> <li>• Reliable transportation with a valid driver's license and automobile liability</li> </ul>

	<p>insurance.</p> <ul style="list-style-type: none"> <li>• Knowledge of the methods, techniques, and practices used to recruit, recognize, and retain volunteers.</li> <li>• Knowledge of protective services, child and family development, child management, family systems, community resources, and Justice of the Peace processes.</li> <li>• Knowledge of county, state, and federal laws, Texas Family Code, statutes, rules, ordinances, and regulations governing children.</li> <li>• Knowledge of principles, practices, and techniques of case management and administration, case management documentation and records management.</li> </ul>
<b>Salary/Hours</b>	\$38,335.56 - \$43,555.20 Annually
<b>Employer/Agency</b>	HARRIS COUNTY
<b>Address</b>	1310 Prairie Street, Ste. 170
<b>City, State, Zip</b>	Houston, TX 77002
<b>Telephone Number</b>	713-274-5444
<b>Email Address</b>	<a href="mailto:employment@bmd.hctx.net">employment@bmd.hctx.net</a>
<b>Application Method</b>	<a href="http://agency.governmentjobs.com/harriscountytexas/default.cfm?action=jobbulletin&amp;JobID=1737245">http://agency.governmentjobs.com/harriscountytexas/default.cfm?action=jobbulletin&amp;JobID=1737245</a>
<b>Opening Date</b>	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjjobs@central.uh.edu](mailto:mswjjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.