

Job Title	Director of Volunteer Services and Community Education/Outreach
Employer/ Agency	Bo's Place
Job Description	<p>JOB SUMMARY</p> <p>In keeping with the purpose, mission and vision of Bo's Place, the Director of Volunteer Services and Community Education/Outreach directs, manages and operates Bo's Place Volunteer and Community Education and Training programs. The job responsibility is divided into five areas: Volunteer Services, Community Education/Outreach, Adult Group Coordinator, Information and Referral/Intake, and administrative responsibilities. The Director of Volunteer Services and Community Education/Outreach is a full time exempt staff position reporting directly to the Executive Director. He/she supervises the Volunteer Coordinator and Program Administrative Assistant.</p> <p>JOB DESCRIPTION</p> <p>Volunteer Services: Responsible for oversight and management of the volunteer program, supported by the Volunteer Coordinator and Program Administrative Assistant, including:</p> <ul style="list-style-type: none"> • Assessment of organizational need and capacity for volunteers (including graduate and undergraduate-level interns, volunteer facilitators, kitchen volunteers, special project volunteers, etc.) • Creation of volunteer program materials (job descriptions, policies and procedures, applications, volunteer agreements, orientation/training handbooks) • Community Outreach to meet organizational need for volunteers • Screening (interviews, required background checks) and matching volunteers to organizational needs and opportunities • Training and orientation of volunteer facilitators and other volunteers • Scheduling and coordination with clinical staff regarding supervision of volunteers • Volunteer recognition • Database management and tracking of volunteer statistics • Risk Management and Strategic Planning in collaboration with the Board of Directors and Executive Director • Financial management and budgeting in collaboration with the Accounting Manager and Executive Director • Evaluation in collaboration with the Grants and Program Evaluation Manager <p>Community Education and Training: Responsible for oversight and management of the community education and training program, including:</p> <ul style="list-style-type: none"> • Assessment of organizational capacity for providing both onsite and offsite workshops and trainings • Scheduling and coordinator with clinical staff regarding trainings and outreach offered at Bo's Place and in the greater Houston community. • Participation in trainings and outreach offered both onsite at Bo's Place and in the greater Houston community. • Oversee the development and implementation of new training and

workshop opportunities.

- Cultivate and make use of working relationships with other organizations and individuals to build referral sources and to find ways to increase awareness of the needs of the bereaved and the grief support services available at Bo's Place.
- Serve as an ambassador/advocate, representing Bo's Place to clients, other organizations and the general public.

Adult Group Coordinator Responsibilities:

- Coordination and oversight of the adult time-limited groups that meet on Tuesdays during the day and Wednesday evenings.
- Follow-up with adult group participants in assigned groups on a weekly basis concerning their experience in group, absences and transfers
- Monitor adult group participants in assigned groups and bring clinical issues to clinical meeting.
- Prepare activities appropriate to the needs of the adult groups on the assigned evening.
- When necessary, facilitate or co-facilitate a group in the absence of a volunteer facilitator
- Participate in staffing special grief support programming (camp, retreats, summer programming), as requested by Program Director.

Information and Referral/Intake Responsibilities:

- Conduct telephone intakes for potential group participants.
- Respond to Information and Referral Calls/Inquiries.

Administrative Responsibilities:

- Participate in weekly Leadership Team and clinical staff meetings and monthly staff meetings
- Participate in monthly Outreach Committee meetings
- Attend and staff volunteer and special events, as requested.
- Submit volunteer and community education/outreach news and stories for Bo's Place e-newsletters, publications, and social media, as requested.
- Perform other duties as requested by the Executive Director

Qualifications	<ul style="list-style-type: none"> • Graduate degree in social work, counseling, psychology or marriage and family therapy. • A minimum of 3 to 5 years of supervisory or management experience • Current Texas State license in professional field. • Clinical experience with children, adults and groups • Malpractice insurance coverage at maximum level • Highly organized and proficient in Word, Excel, Power Point and database processing • Skills in supervision of staff/volunteers • Ability to tolerate intense affect, including strong expressions of grief • Ability to contain others' anxiety as well as one's own anxiety • Ability to assess needs of group participants (i.e. appropriateness of support groups or therapy) and abilities/needs of volunteers • Ability to recognize and maintain appropriate boundaries • Flexible and able to maintain a supportive, helpful attitude while working with a variety of staff and volunteers. • Strong organizational skills. Excellent verbal and written communication skills. • Strong team orientation. • Integrity, warmth, positive outlook, compassion and a good sense of humor. • Bilingual a plus.
Salary/Hours	This is a full time position with additional evening and weekend hours sometimes necessary to accomplish Bo's Place objectives.
Employer/Agency	Bo's Place
Address	10050 Buffalo Speedway
City, State, Zip	Houston, Texas 77054
Contact Person	Donna Jaffe
Contact Title	Administrative Director
Telephone Number	713-942-8339
Fax Number	713-942-2252
Email Address	info@bosplace.org
Application Method	Please send cover letter and resume to info@bosplace.org
Opening Date	09/13/2016

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