



United Way
of Lancaster County

POSITION DESCRIPTION:

Manager, Volunteerism and Advocacy

Purpose of Position: The Director of the Volunteer Center serves as a key resource and advocate for volunteerism in Lancaster County, administering volunteer programs, recruiting and referring volunteers to appropriate opportunities in the community, providing training and assistance to administrators of volunteer programs, and promoting the services of the Volunteer Center.

Accountability: Reports to Vice President, Development & Vice President of Strategic Impact

Responsibilities:

1. Volunteerism and Advocacy

- a. Set program goals and objectives. Promote the Volunteer Center Program; maintain and strengthen sound working relationships with community organizations.
- b. Supervise staff, volunteers and/or interns assigned to the program.
- c. Administer the Get Connected Program; ensure daily maintenance of the database in order to provide a current comprehensive compiling of volunteer opportunities.
- d. Administer volunteer-related community activities including Day Caring, Day of Action, Martin Luther King Day of Action and others as needed. Organize and coordinate project identification, volunteer recruiting and matching process.
- e. Administer the AmeriCorps program, when applicable, and the Student Volunteer Program; provide training, information and consultation for agencies or programs utilizing or considering volunteers.
- f. Staff the Volunteer Center Advocacy Committee. Manage organization advocacy efforts; including Pre-K for PA and United Way of PA, Coordinate and lead organizational advocacy events; such as legislative breakfast and advocacy days, promote targeted public policy support via social media letters, emails, and legislative visits, support advocacy chair and committee.
- g. Recruit and advocate community volunteerism through a variety of methods including the biweekly newspaper column, the Volunteer Connection, public speaking engagements, Web site vignettes, media appearances, and workshop facilitation.
- h. Interview refer and/or place individuals and/or groups in appropriate volunteer opportunities. Administer internal internship recruitment, selection and placement process in coordination with the Community Impact Department.

- i. Provide staff support to Volunteer Center and Day of Caring Committees including managing the meeting process.

2. Special Assignments:

- a. Provide staff assistance to ad hoc committees or special projects as assigned.
- b. Design and develop special reports, including required research and analysis, as assigned.

Travel Requirement:

To fulfill the responsibilities of the position, travel to various events, companies and/or agencies is required. Employee must have valid driver's license and access to a reliable motor vehicle. Overnight travel for training purposes may also be required.

Health and Safety:

Must be able to lift and carry up to 35 pounds.

Education and Experience:

Bachelor's degree and experience in managing and organizing volunteers preferred. The successful candidate will value cultural diversity, have excellent written and verbal communication skills, be highly organized and possess the ability to manage multiple assignments, adapt to changing priorities, work effectively in teams as well as an independent contributor.

5/2019