



Interested in serving your community & impacting lives?
We have an exceptional opportunity for you!

VOLUNTEER COORDINATOR

Volunteer Maryland AmeriCorps Member with Bridges to Housing Stability, Inc.

Our mission is to provide a path to self-sufficiency to prevent and end homelessness and housing instability. The Volunteer Coordinator position is an **11 month opportunity** to help increase the capacity of our limited resources, and provide affordable housing options for those in need. Service begins on **September 16, 2020**.

— Main duties

- Recruit, screen, train, recognize and supervise volunteers
- Create and conduct a volunteer orientation & onboarding program
- Design and maintain a volunteer tracking database
- Coordinate, track and prioritize projects
- Assist in the creation of volunteer position descriptions
- Promote volunteer activities & opportunities
- Build partnerships within the Howard County community

— Qualifications

Must demonstrate excellence in the following areas: verbal and written communication, computer skills, problem solving and conflict resolution, leadership, public speaking, and commitment to national and community service. Proof of U.S. citizenship, age (at least 17), and high school graduation are also required.

— Training & benefits

Volunteer Maryland provides a two-week pre-service training as well as monthly training days, covering program development, marketing, and evaluation; volunteer management; and leadership development. Full-time VM AmeriCorps Members serving as Volunteer Coordinators receive a living allowance of approximately **\$14,000**, a post-service educational award of **\$6,095**, and health insurance if they are not already covered, and may also qualify for a child care allowance.

— **Get in touch** by August 1, 2020



410-312-5760 ext. 105



Resumes@Bridges2hs.org