

**Job Title:** Volunteer Coordinator

**Salary Range:** \$38,741 to \$43,000 (Commensurate with Experience)

**Reports to:** Director of Resource Development

**Employment Status:** Full-Time

---

## ORGANIZATION OVERVIEW

Project R.E.S.T. is a private, nonprofit organization providing comprehensive assistance programs to survivors of domestic violence in Spartanburg, Cherokee, and Union Counties, and survivors of sexual assault in Spartanburg and Cherokee Counties.

Our mission is to address the impact of domestic and sexual violence by providing high-quality services to those affected and to create social change through education, training, and community engagement.

---

## POSITION OVERVIEW

The Volunteer Coordinator is responsible for coordinating volunteer recruitment, training, and engagement while leading community education and outreach initiatives. This position supports Project R.E.S.T.'s mission by strengthening community partnerships, providing education and training, supporting direct services to survivors of domestic violence and sexual assault, and ensuring effective volunteer involvement across service areas.

---

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Volunteer Coordination

- Recruit, train, schedule, and coordinate volunteers to support Project R.E.S.T. programs and services.
- Oversee and manage the daily operations of the volunteer program.
- Plan and conduct regular volunteer meetings and training sessions.
- Provide 24-hour backup coverage (when assigned) to volunteers and staff who are unable to meet scheduled commitments or who require assistance with intake procedures or shelter-related issues.
- Maintain effective, cooperative, and supportive relationships with volunteers and agency staff.

### Grant Compliance & Reporting

- Ensure volunteer-related activities comply with applicable grant requirements, contracts, and funding guidelines.
- Collect, review, and maintain required documentation for crisis hotline calls and services provided by volunteers, ensuring accuracy and completeness for grant reporting purposes.
- Track and report volunteer-provided crisis services, including hotline coverage and call data, as required by funders.
- Collaborate with program leadership and administrative staff to support grant monitoring, audits, and reporting related to volunteer services and crisis response.
- Assist in the preparation of data and documentation needed for grant reports, site visits, and compliance reviews.

### Community Engagement & Education

- Assist in developing and implementing social media campaigns focused on prevention and social norm change.
- Partner with community organizations to deliver education and training.
- Support community education initiatives for civic groups, faith-based organizations, service providers, professionals, and the general public.
- Develop and maintain community relationships through outreach, speaking engagements, workshops, and media efforts.

### Direct Services & Program Support

- Assist in the provision of direct services to survivors of domestic violence and sexual assault by answering crisis hotline calls (when assigned).
- Ensure accurate documentation of services provided in compliance with agency policies and funding requirements.

### Professional Representation & Development

- Attend staff, team, and supervisory meetings as scheduled.
- Attend community meetings and represent Project R.E.S.T. as requested.
- Build and maintain collaborative relationships with community partners and allied agencies.
- Engage in ongoing professional development through trainings, workshops, and review of relevant literature.
- Protect client confidentiality at all times in accordance with agency policy and applicable laws.
- Perform other duties as assigned by the supervisor and/or President/CEO.

---

## **PROFESSIONAL QUALIFICATIONS**

- Bachelor's degree (BA or BS) in a Human Services-related field; leadership experience is helpful.
- Demonstrated ability to relate to individuals and groups in an empathetic, nonjudgmental manner, with strong self-awareness and understanding of personal strengths and limitations.
- Experience working with volunteers and/or serving as a volunteer.
- Knowledge of the dynamics of domestic violence and sexual assault and the challenges faced by survivors.
- Understanding of group processes and the ability to organize and facilitate a variety of group formats.
- Strong leadership, organizational, and time-management skills.
- Ability to develop and present workshops, make public presentations, and effectively engage potential and current volunteers.
- Computer proficiency, including Microsoft Office, data entry systems, and social media platforms.
- Possession of a valid South Carolina driver's license, reliable transportation for use during work hours, and adequate insurance.

- Ability to work flexible hours, including some evenings and weekends, as required for community engagement activities and volunteer trainings.

#### Preferred Qualifications

- Proficiency in trauma-informed communication and advocacy.
- Knowledge of barriers faced by special populations (e.g., elderly, individuals with disabilities, rural communities, youth, LGBTQ+ individuals, and immigrant populations) when accessing services.
- Experience collaborating with community partners and allied agencies.
- Experience developing and facilitating trainings for volunteers, community partners, and community members.

**TO APPLY: Please submit your resume to [HR@projectrest.org](mailto:HR@projectrest.org).**

---