



Family Advocacy Volunteer Initiative (FAVI)
TRAINER/RECRUITER

GENERAL DESCRIPTION:

The FAV Initiative Trainer/Recruiter will lead Wynona's House training and volunteer recruitment efforts in our community. She/he will lead the development of our training curriculum(s) as well as the recruitment, screening, and training of all volunteers. She/he will be responsible for assisting in the development of the annual conference/summit. She/he will also provide services and support to families in the Family Advocacy Program (FAP). This position will report to the Chief Program Officer who reports to the Chief Executive Officer.

This position requires field work that includes attending fairs and other community events, conducting training and outreach to community organizations, staffing a training center in a local women's resource center and other travel as needed to fulfill the responsibilities of this role.

QUALIFICATIONS:

MSW or related master's degree required with several years' experience including coordinating and facilitating trainings. Experience in child advocacy, social work, psychology or other related field is required, as well as previous experience with children's rights, and working with DCF/DCP&P and other local community service providers. Candidate must have at least 5 years' experience of training/workshop facilitation required. Candidate must be bi-lingual, fluent in written and spoken English and Spanish.

RESPONSIBILITIES:

A. Volunteer Recruitment

- Plan methods of recruiting appropriate volunteers.
- Develop and distribute volunteer recruitment materials; including press releases and posters throughout the community.
- Contact community groups and organizations to arrange presentations on Wynona's House and the Family Advocacy Program for the purpose of recruiting volunteers and increasing community awareness of the program; conduct presentations.

B. Volunteer Training

- Coordination of volunteer training
- Screen and maintain volunteer applications as they are received, schedule and coordinate interviews to determine suitability of the applicant for the Family Advocacy Volunteer Program.
- Continually update the training curriculum to provide the training needed for the Family Advocate volunteers to perform their duties.
- Continually update the Family Advocate Volunteer Program's training manuals with current information.
- Arrange training for volunteers; schedule, arrange for facilitators, facilities, and training evaluations.
- Attend training sessions, assisting as moderator and/or presenter.
- Arrange and attend induction ceremony of new volunteers.
- Schedule, coordinate and attend ongoing in-service programs as required.
- Maintain records of volunteer attendance at all trainings.

C. Agency Training

- Responsible for coordinating all agency training needs in partnership with the senior team which may include trainings for: Staff, Partners, Clients, Community members and other stake holders
- Oversee and ensure the provision of training through the Newark Women's Resource Center

D. Annual Conference/Summit

- In partnership with the Chief Program Officer (CPO), develop and produce the annual training conference/summit; conduct proper evaluation and reporting
- Responsible for all conference/summit planning, logistics and management including date, location, facility needs, theme, speakers, a/v requirements, catering, continuing education credits, budget and assistance with grant writing and securing funding, sponsorships and in-kind donations and support
- Support CPO and Conference Committee by managing and ensuring timeliness of the preparation and distribution of meeting agenda, meeting minutes and other team communications
- And other tasks as required for a successful, impactful training

E. Family Advocacy

- Assign certified FAVI volunteers to appropriate FAP cases, in coordination with the Family Advocates, and monitor case progress
- Conduct family needs assessments
- Develop case plans and action plans
- Work with families/caregivers to achieve goals
- Connect families/caregivers with needed resources

- Maintain recordkeeping and reporting as required, including NCATrak
- Provide trainings to families/caregivers and others as needed

F. Other Responsibilities

- Help to develop inter-agency cooperation by extending invitations to other groups to attend particular programs and trainings.
- Assist with volunteer appreciation events.
- Evaluate the effectiveness of volunteer recruitment, training, and recognition efforts.
- Attend conferences, seminars and meetings as directed by the Chief Program Officer.
- The Chief Program Officer may assign other responsibilities, duties and tasks as required.

ADDITIONAL INFORMATION:

- This position is a full time exempt, salaried position. Salary commensurate with education and related experience.
- Schedule is typically 9am-6pm, with one hour lunch afforded each day.
- Travel will be necessary (i.e. trainings, meetings, recruiting and outreach), and work in off-site locations.
- Some evening and weekends are required.
- Reliable transportation is necessary.
- All prospective candidates must pass a background check.

Wynona's House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Wynona's House complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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