

# UNITARIAN UNIVERSALIST URBAN MINISTRY

## JOB DESCRIPTION

### **Believe in Success** **Volunteer Coordinator Job Description**

#### **Unitarian Universalist Urban Ministry**

The Unitarian Universalist Urban Ministry unites communities and transforms individuals through education, service, and advocacy. We engage communities and congregations in social action and change with programs that support the empowerment of youth and adults to realize their full potential. Since its founding in 1826, the Unitarian Universalist Urban Ministry (UUUM) has been working side-by-side with underserved urban residents to help build the skills necessary to better their lives. Over its 190-year history, the UUUM has created many channels to conduct its work in addressing social injustice.

Today, UUUM programs focus primarily on serving Roxbury high school youth and Boston-area survivors of domestic violence, as well as on supporting community engagement across difference, especially that defined by race, class, neighborhood, and faith. Located in the center of Roxbury, we provide services to members of communities that are predominantly home to people of color, including the neighborhoods of Roxbury, Dorchester, Hyde Park, and Mattapan. Moreover, our programs are tailored to meet participants where they are, and we have expertise in working with LGBTQ people, immigrants, English language learners, and low-income children and adults.

#### **Mission of Believe in Success**

Believe in Success is an innovative 13 week, trauma-informed workforce development program for adult survivors of domestic violence, which runs twice a year with a weekly schedule of Monday – Thursday, from 9 am – 2 pm. Our different curricula include: Career Development, Computer Literacy, Financial Mobility, Presence (Emotional Skill Building), The Parenting Journey parenting group, Domestic Violence 101 Support Group, Reflective Writing group, ESOL, and more. In addition, we start every morning integrating self-care with an hour of Morning Mindfulness, which includes yoga two hours a week, art therapy one hour a week, and mindfulness one hour a week. While the classroom learning is in a group setting, each program participant is paired with a case manager who provides referrals and advocacy, and a career specialist who helps plan for the future and identify next step resources.

#### **Role:**

The Believe in Success Volunteer Coordinator and Program Coordinator will be in charge of screening, training, and coordinating volunteer needs, as well as coordinating weekly administrative tasks and program events. This is a part-time position.

#### **Responsibilities:**

Volunteer Coordination – 70% of time

- Develop volunteer screening process
- Meet with potential volunteers and complete screening process
- Produce materials for volunteer outreach and serve as liaison to Believe in Success with the UUUM Director of Congregations and Volunteer Management
- Assist with program orientation and initial training for new volunteers, provide on-going training for existing volunteers
- Maintain timely communication with volunteers
- Develop and maintain a BIS volunteer database system
- Track and produce report of volunteer hours
- Co-facilitate monthly volunteer meeting with program director
- Coordinate with lead teacher to schedule volunteers for one-time events or weekly volunteering needs
- Recruit local professionals to speak on career panels or to give special presentations

#### Program Assistance – 30% of time

- Prepare weekly classroom program materials
- Prepare materials for outreach, meetings, and other administrative tasks
- Participate in team meetings
- Participate in community as a whole, modeling welcome, acceptance, and healthy boundaries for our program participants
- Coordinate special events, including program graduation
- Other tasks as assigned

#### **Qualifications:**

- Experience working with survivors of domestic violence and/or homeless individuals
- Completion of 40 hour of domestic violence/sexual assault training, or willingness to do so upon hiring
- Knowledge of issues related to domestic violence, trauma, mental health, and community resources
- Commitment to a social-justice oriented, anti-oppression framework, and application of a trauma-informed approach
- Strong interpersonal skills
- Experience recruiting or engaging with volunteers
- Excellent verbal and written skills required
- Enthusiastic about working collaboratively in a diverse environment
- Strong organizational skills, and careful attention to detail
- Experience organizing and building databases
- Bachelors degree preferred, commensurate experience considered

Believe in Success actively seeks diversity in its programming. Minorities, bilingual/bicultural candidates, survivors of domestic and sexual violence, and LGBTQ candidates are encouraged to apply. To apply please send resume and cover letter to Hannah Stohler at [hstohler@uum.org](mailto:hstohler@uum.org).