

Intern Position

Position: Volunteer Coordinator
Organization: Hunt County Rape Crisis Center
(dba Hunt County Children's Advocacy Center)
Reports to: Client Services Manager

About Agency: The organization provides a safe and supportive environment for victims of sexual assault and child abuse to have their voice heard, and to begin to heal from their trauma. The organization has been providing critical services to victims in Hunt County for over 22 years. Services include crisis intervention, advocacy, forensic interviews, sexual assault exam accompaniment, trauma-focused therapies, assistance with Crime Victims Compensation, and case management. (For more information, go to www.cnetx.org.)

Purpose/Function of Position: To gain knowledge and experience working with victims of child abuse and sexual assault within a non-profit organization. Volunteer Coordinator will recruit, coordinate and manage volunteer program activities.

Key Responsibilities

- Provides crisis intervention, information and referral, advocacy, assistance with CVC, and SAVNS and other crime victim services via face to face and hotline with sexual assault survivors.
- Travel throughout Hunt County to provide on-site crisis intervention, emotional support to victims of sexual assault, as well as their families. This includes but is not limited to hospital, law enforcement, and criminal justice accompaniment.
- Recruit, interview and supervise volunteers
- Manage on-call schedule for the crisis hotline/chat
- Track volunteer hours and activities for reporting purposes
- Facilitate good communication with and between volunteers and staff
- Schedule and participate in continuing education and required trainings for volunteers
- Promote policies, practices, and procedures that are culturally competent.
- Participate in on-call rotation to ensure crisis intervention and victim services are available 24/7
- Assists in compiling statistics for reports.

Other duties as assigned by the Client Services Manager

Ideal Qualifications:

- Currently enrolled in social services or management course
- Familiar with Microsoft Office
- Interested in victim centered case management in a non-profit setting
- Excellent oral and written communication skills
- Must be able to drive to meetings, hospitals, court, police stations, social service agencies, and other locations to represent the center and provide services to victims of sexual assault and child abuse.
- Non-judgmental, non-prejudicial, accepting attitude toward other people regardless of race, ethnicity, sexuality, age or appearance.
- Ability to interact with members of other agencies with tact and discretion.
- Must be insured driver
- Must be able to clear a DFPS Abuse & Neglect check, criminal background check, and National Sex Offender Registry check

Please email resumes to maci.tanner@cnetx.org