

Opening: Community Engagement Liaison

The Isabella County Restoration House (ICRH) is hiring a Community Engagement Liaison. This is a part-time position from October until April each year, hours to vary based on need and will include evenings and weekends, with an average of 30 hours per week maximum. Hours will be split between working out of the home, the ICRH Day Shelter, and in the community.

The ICRH Community Engagement Liaison will be responsible for coordinating the overall organization of Isabella County Restoration House volunteers and managing the volunteer database. The Community Engagement Liaison will serve as the main contact for communication regarding ICRH volunteers between Intake, the Day Shelter, the Host/Partner Coordinators, and the Executive Director. The Community Engagement Liaison will assist in the facilitation of in-kind donations to the ICRH, including the determination of the need for items, arranging the donation of items, and documenting in-kind donations for the ICRH Treasurer. The Community Engagement Liaison will participate in events purposed for engaging potential volunteers and promoting the ICRH mission per the request of the ICRH Executive Director. The position reports to the ICRH Executive Director.

Applicants are encouraged to apply as soon as possible via email to ryan@icrhouse.org. Resumes, cover letters, and a list of professional references will be accepted through **September 21, 2018**.

Position Responsibilities

- Maintain Volunteer database
- Manage all aspects of data entry for volunteers
- Work with shelter staff and interns to complete and document all criminal background checks for volunteers
- Assist host site and partner coordinators with volunteer organization
- Is responsible for contacting and coordinating substitute and last minute volunteers
- Is responsible for communication with and coordination of unaffiliated volunteers (those not already working with a church or organization)
- Act as point of contact for those seeking volunteer information
- Attend committee meetings as appropriate
- Attend volunteer training sessions
- Promote an efficient volunteer sign-up program with host/partner sites
- Communicate with the ICRH Executive Director about volunteer issues that require assistance and improvement
- Attend the weekly ICRH staff meeting during the rotational shelter season
- Facilitate in-kind donations to the ICRH, including but not limited to determining the need for items, suggesting alternate agencies for items not needed, and completing in-kind donation forms for the ICRH Treasurer
- Coordinate with outside community groups, restaurants, individuals, etc., for special meals to be served at the host site
- Attend public events such as volunteer expos, career fairs, etc., per the request of the ICRH Executive Director

- Actively participate with ICRH Executive Director and ICRH host sites in post-season debriefing meetings
- Supervise Sunday morning showers from 8:30 am—11 am or make arrangements for other coverage.
- Other duties as assigned