

## **ISABELLA COUNTY RESTORATION HOUSE COMMUNITY ENGAGEMENT LIAISON**

### **Application Instructions**

Please send a letter of application and a current resume including the name and contact information for three references to ICRH Personnel at [ICRH@icrhouse.org](mailto:ICRH@icrhouse.org), or mail to 120 S. Pine Street, Mt. Pleasant, MI 48858. **PLEASE NOTE:** all letters of application and resumes must be submitted through email or USPS and received by Friday, September 18, 2020.

**Classification:** Part-time, Seasonal

### **Description of Responsibilities**

The ICRH Community Engagement Liaison will be responsible for coordinating the overall organization of ICRH volunteers and managing the volunteer database. The Community Engagement Liaison will serve as the main contact for communication regarding volunteers between Intake, the Day Shelter, the Host/Partner Coordinators, and the Executive Director; serve as a member of the Volunteer Coordination Team for ICRH; may assist in the facilitation of in-kind donations to ICRH; may participate in events purposed for engaging potential volunteers and promote the ICRH mission per the request of the Executive Director. The position reports to the Executive Director. This is a part-time position from October through April each year, hours to vary based on need and will include evenings and weekends, with an average of 20-30 hours per week. Hours will be split between working out of the home, the ICRH Day Shelter, and in the community.

### **Duties**

- Maintain Volunteer database
- Manage all aspects of data entry for volunteers
- Act as point of contact for those seeking volunteer information
- 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)
- Attend committee meetings as appropriate
- Conduct volunteer orientation and training sessions
- Maintain the ICRH Sign-up Genius site for efficient and current volunteer sign-up opportunities for all volunteers
- 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
- Coordinate with outside community groups, restaurants, individuals, etc., for special meals to be served at the host site or shelter
- 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
- Other duties as assigned

**Required Qualifications**

- Must pass criminal background check
- Strong organizational and interpersonal skills
- Excellent written and oral communication skills
- Ability to work flexible schedule, including nights and weekends
- Ability to work with a wide range of personalities
- Computer literate and willing to learn new programs

**Preferred Qualifications**

- Bachelor's degree
- Three years previous work in leadership and management
- Previous experience with a non-profit