## Latah Recovery Community Center

**Rural Outreach Volunteer Organizer**

# Job Description

**General Information:** This is an exempt position that reports directly to the Latah Recovery Community Center’s Special Populations Coordinator.

**Summary:** The Rural Outreach Volunteer Organizer is an exempt position working 15-20 hours per week. This is a temporary position until June 2020 but may be longer depending upon the continued availability of funding. The primary focus of this position is to build a satellite center by recruiting and coordinating volunteers. This includes group and single person recruitment efforts. The Organizer will take the lead in identifying needed volunteer duties, recruiting volunteers to perform them, training, and scheduling volunteers for regular duties. Pay will be D.O.E. with a travel stipend included.

**Essential Duties and Responsibilities:** The Rural Outreach Volunteer Organizer shall be responsible for carrying out the following duties:

1. Identify needed volunteer positions.
2. Target and recruit volunteers from throughout rural Latah County.
3. Assess and document the Latah Recovery Community Center’s needs for volunteer efforts on an on-going basis.
4. Work with the Latah Recovery Community Center’s Special Populations Coordinator on the development of programs related to the Idaho Response to the Opioid Crisis (IROC) grant.
5. Maintain regular hours at the Satellite Center.
6. Pursue ongoing personal training in the areas of mental health and substance use disorders.
7. Other duties as assigned by the Special Populations Coordinator.

**Supervisory Responsibilities:** The Latah Recovery Community Center’s Rural Outreach Volunteer Organizer shall be responsible for the recruitment and scheduling of volunteers, with the possibility of interns. This effort may involve the supervision of student interns working with Latah Recovery Community Center consumers, or other volunteers related to the Latah Recovery Community Center.

**Job Relationships:** The Latah Recovery Community Center’s Rural Outreach Volunteer Organizer shall attend all regular monthly volunteer meetings, as well as a regular monthly staff meeting. Regular contact with the Special Populations Coordinator and staff shall be required to maintain a current awareness of agency-wide issues.

**Qualification Requirements:** The ideal candidate for the Latah Recovery Community Satellite Center Rural Outreach Volunteer Organizer position shall have excellent public speaking skills, ability to regularly deal with stressful situations, ability to think “out-of-the-box” and be resourceful, be able to be become a trained Peer Recovery Coach, be able to work independently and provide assertive input into the regular operations of the agency.

**Education and/or Experience:** At least one year of well managed recovery/sobriety

**Language Skills:** Excellent written and verbal English is required.

**Mathematical and Computer Skills:** Excellent computer skills including a proficiency using Microsoft Office are required. Additionally, a familiarity with basic office equipment.

**Reasoning Ability:** The Latah Recovery Community Center’s Rural Outreach Volunteer Organizer should be able to support the policies, goals and mission of the Latah Recovery Community Center - at all times. This might involve maintaining confidentiality regarding consumer information and internal agency information. Additionally, the position necessitates a degree of political and social awareness required by the unique circumstances of a membership and volunteer organization.