



The Good Samaritan Center is a private, non-profit social service agency. It is funded by churches, private contributions, and fundraising. The Center was started in 1972 under the direction and financial support of seven Jackson churches. Since that time, The Good Samaritan Center has grown to include a main office in Jackson and a branch in Laurel, Mississippi.

JOB ANNOUNCEMENT

Director of Volunteers

Progressive non-profit seeking someone to direct and grow our volunteer/community service efforts in the Greater Jackson Area.

This is a full-time position (min. 40 hours/week), normally within the confines of our office hours (8 a.m. - 5 p.m., Monday-Friday), but will also include engagements/projects in the evenings and/or on weekends.

Skills & Education Experience:

- 4 year college degree in related field
- Basic knowledge of Computers (Microsoft Office) and Word Processing; typing required
- Valid Drivers License and ability to drive one's own car as needed. Good Samaritan Center reimburses for mileage

IMPORTANT

Thank you for inquiring about this position at The Good Samaritan Center. Attached is a job description and an application for employment. Please complete and return with **resume and cover letter** to:

(Mail-in)

The Good Samaritan Center
P.O. Box 4955 - Jackson, MS 39296-4955

(Drop-off)

114 Millsaps Avenue, Jackson, MS 39202
Wednesday - Friday 10 a.m. - 5:30 p.m.
Saturday 10 a.m. - 5 p.m.

Interviews:

Candidates will be contacted for in-person interviews.

Job Description

Job Title: *Director of Volunteers*

Department: *Administration* | Reports to: *Executive Director*

Job Summary:

Works with the Executive Director to coordinate and administrate volunteering opportunities and volunteer group activities available at the organization.

Duties & Responsibilities:

General Volunteer Management

- Raise awareness and increase support from the local community for The Good Samaritan Center, by working with the media, the general public and corporate and business organizations to raise awareness of the charity's work and ways individuals and groups can contribute and volunteer.
- Assist in the coordination of special events, specifically as it relates to the utilization of volunteers.
- Help to maintain the organization's display and relevant materials that relate to volunteer opportunities.
- Maintain database, mailing and email list of volunteers (including posting donations and sending thank you letters & acknowledgments).
- Manage volunteer communications, such as email blasts, web & social media posts, text messaging
- Assist in the production of quarterly newsletters, monthly informational updates for volunteers, and various promotional information.
- Schedule and coordinate volunteer recognition and appreciation events.
- Research and introduce new community volunteer initiatives.
- Collect and document best practices for volunteer management, partially based on communicating with other non-profits, DOVIA, and by researching the topic.

Volunteer Recruitment

- Work with staff and administration to determine organizational needs regarding volunteers.
- Develop a yearly plan for volunteer recruitment.
- Create volunteer job descriptions.
- Develop and provide written protocols to all volunteers.
- Be the first personal "point of contact" for people who wish to do volunteer work for the organization.
- Interview and assign applicants for volunteer work.
- Orient volunteers to the policies, procedures, and standards of Good Samaritan Center and our volunteer/community service programs
- Develop unique ways to recruit volunteers with specific backgrounds and talents.
- Represent Good Sam at various events where we might recruit interested parties for volunteer service.

Volunteer Management

- Arrange for staff training/supervision/evaluation of volunteers.
- Assist in the training and supervising of volunteers in specific work assignments.
- Confer with staff and volunteers to resolve grievances and promote cooperation and interest. Serving as a liaison between administration, staff and volunteers.
- Monitor and evaluate the efficiency and effectiveness of volunteer services.

Job Description Cont.

Job Title: *Director of Volunteers*

Department: *Administration* | **Reports to:** *Executive Director*

Duties & Responsibilities (Continued):

Staff Volunteer Training

- Educate and train staff in supervisory techniques that help staff to use volunteers more productively.
- Prepare and maintain procedural and training manuals.
- Coordinate volunteer opportunities for the staff of Good Samaritan at other non-profits (via Outhouse workdays, etc.)

Assistant to Executive Director & Administration Team

- Work with the Executive Director and administrative team to secure maximum income and public relations of the Good Samaritan Center through various fundraising efforts, including regular mail solicitations, special events, and grant writing to local, regional and national grant-making organizations.
- Assist staff with various assignments for special projects.
- Actively participate as a member of the administrative leadership team.
- Represent the Executive Director and/or other administrative personnel at meetings, conferences, and seminars, as required.
- Undertake responsibility for special assignments and projects on behalf of Executive Director and administrative team.
- Advise the Executive Director concerning matters requiring his or her attention.
- Follow up on decisions and/or directives of the Executive Director to insure implementation and/or completion.
- Assist in the establishment of systems and procedures.

General Good Sam Employment

- Work a minimum of 40 hours per week, normally within the confines of our office hours (8 a.m. - 5 p.m., Monday through Friday).
- Observe and implement established policies and procedures.
- Participate actively in staff development activities, work days, and clean up.
- Ability to lift 30 pounds, push 75 pounds, and to paint.
- Actively assist coworkers as needed.
- Actively participate as a member of the administrative team, and perform other duties as assigned.

Needed Attributes

- Ability to communicate effectively orally & in writing.
- Ability to relate to people on all levels and from all backgrounds.
- Ability to develop and prepare clear and concise reports.
- Ability to make effective presentations.
- Possess good people skills and enjoy working with the public.
- Team oriented and highly motivated.
- Must be task-oriented, with a mind for organization.



114 Millsaps Avenue
 Jackson, MS 39202
 Phone: (601) 355-7458
 Email: info@goodsamaritancenter.org

Application for Employment

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

I. Personal Information

 Name: Last First Middle

 Maiden Preferred Name/Nickname

 Present Address

 Permanent Address (if different from above)

 Social Security Number Cell Phone Alternative Phone

 Email Address

U.S. Citizenship or Permanent Resident? (Circle) Yes or No

Are you over 16 years old? (Circle) Yes or No

Please list days & hours available to work

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available							

1. Is there any information we would need about your name or use of another name for us to be able to check your work record?

2. How did you hear about The Good Samaritan Center?

3. Have you ever been convicted of a crime other than minor traffic offenses? Are there any pending charges? If yes, please explain.

4. Have you ever been discharged or forced to resign from a position? (Circle) Yes No

If yes, please explain:

5. Is there anything that prevents you from performing the essential functions of this job with or without reasonable accommodation?

6. Do you have current first aid training? (Circle) Yes or No CPR? Yes or No adult or pediatric?

II. Employment Record *If necessary, use a separate sheet to list additional employers. We will contact all of the employers listed on this application unless you specifically exclude them below.*

1. _____
Company Name (Current or Most Recent Employer) Position Held _____

_____ Wages: Start _____ End _____
Location

_____ Telephone _____
Manager/Supervisor

Dates Employed: From _____ To _____

Reason for Leaving: _____

Contact Employer? Yes No If No, why?
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2. _____
Company Name Position Held _____

_____ Wages: Start _____ End _____
Location

_____ Telephone _____
Manager/Supervisor

Dates Employed: From _____ To _____

Reason for Leaving: _____

Contact Employer? Yes No If No, why?
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3. _____
Company Name Position Held _____

_____ Wages: Start _____ End _____
Location

_____ Telephone _____
Manager/Supervisor

Dates Employed: From _____ To _____

Reason for Leaving: _____

Contact Employer? Yes No If No, why?
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III. Education

Please start with High School education, down to most recent degree awarded or seeking.

School	Dates Attended	Area of Study/Major (if applicable)	Degree Awarded (Ex: Diploma, GED, etc.)

Are you planning to continue your education? Yes or No When? _____

If so, what are those plans? _____

IV. References

*Business, Professional or Educational - Do not list relatives or previous employers. These people will be contacted.

Name	Occupation	Years Known	Phone

V. Application Questions

1. Tell us your favorite place to volunteer and why. _____

2. Have you ever volunteered with The Good Samaritan Center? If so, when and what project did you work on?

3. Explain briefly why you want to work for our organization. _____

4. How would you rate yourself as a leader? _____

5. What makes you the right person for this role? _____

6. What are your goals for the next 1-5 years? _____

7. What are your goals for the next 5-10 years? _____

8. If we were to ask your best friend what he/she thought your five best qualities are, what do you think he/she would say? _____

9. If the same person were to say what you need to improve on, what would it be? _____

VI. Authorization

Federal law prohibits the employment of undocumented immigrants. All persons hired must submit satisfactory proof of employment authorization and identity (valid drivers license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

I certify that the answers given on this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

Furthermore, I authorize investigation of all statements contained herein. I also authorize that the references and employers listed above may give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand that this is an application for employment and that no employment contract is being offered. I also understand that I am subject to random drug testing, if employed, and if I have any accident on worktime that I will be required to submit to a drug test.

Signature _____ Date _____

Office Use Only

Date Submitted: _____

Interviewed by: _____