JOB DESCRIPTION

Job Title: Director, Volunteer Services

Reports to: President & CEO
FLSA Classification: Exempt FT
Supervises Others: Yes
Dept: Volunteer Services
Entity: OneOC Corporate

SUMMARY:
The Director of Volunteer Services provides strategic direction and management of the volunteer services program to advance the mission and goals of OneOC. Responsibilities include business development, staff supervision, financial and grant management, program development / management, and services / events that enhance volunteer engagement within nonprofits, companies, and the Orange County community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Provides strategic oversight and business development for department as well the day-to-day management, operations, leadership, and supervision of the department team members.
- Responsible for creation of annual budget, financial management, and successful implementation of strategies for department.
- In conjunction with OneOC team and volunteers, develops new volunteer services initiatives and offerings to grow the revenue and impact of the organization.
- Ensures that associated department grants are developed and successfully implemented.
- Develops strong community relationships with companies, nonprofits and faith-based organizations, and government entities to enhance volunteer services in the community.
- Assists with internal and external funding/marketing strategies. Coordinates with Community & Corporate Development Director to secure funding opportunities.
- Markets services to target audiences that will increase viable collaborations and partnerships resulting in greater visibility within the community.
- Provides general oversight to all volunteer service events as well as plans and implements appropriate events, activities, and projects which position OneOC as the leader in volunteer service.
- Leads board volunteer councils, committees and task forces as assigned.
- Convenes and/or participates in local, regional, and statewide collaboratives and / or networks that elevate OneOC as a leading expert in the volunteerism space.
- Leads and directs disaster response through Emergency Volunteer Center operations.
- Supports the vision and goals of OneOC.

ADDITIONAL RESPONSIBILITIES:
- Participates in OneOC leadership team goal setting, monitoring, and evaluation process for the entire organization.
- Leads the service enterprise initiative for the organization.
- Implements workshops at local and national conferences and trainings at OneOC.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
- Ensures effective and courteous communication with all contacts -- internal and external. Works well with diverse people.
- Maintains current knowledge of and ensures compliance with organizational and department policies and procedures.
• Ensures that all applicable safety requirements for the program and work environment are met, including prompt injury and incident reporting.
• Serves as the communication link between the program and senior leadership of the organization.
• Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage. Reports violations.
• Provides leadership without favoritism and serves as a positive role model.
• Completes supervisory duties timely and effectively, including working with human resources to follow interviewing and hiring procedures, job training, appraising, counseling and disciplinary processes.
• Reduces employer risk through compliance with HR practices and policies, especially non-harassment, and non-discrimination.
• Schedules employees and approves time and attendance matters.

EDUCATION AND/OR EXPERIENCE:
• Associates degree required.
• Bachelor’s degree in nonprofit management or related field highly preferred.
• Minimum of five years supervisory experience required.
• Three years+ volunteer management or related experience required.
• Budget development and financial management experience required.

COMPUTER & EQUIPMENT SKILLS:
• Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
• Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
• Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS:
• Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
• Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
• Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
• Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
• Lifts up to 10 pounds regularly and 25 pounds occasionally.
• Exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS:
• Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
• Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
• Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.
• Able to formulate appropriate responses to requests for services and information from internal or external customers.
• Able to understand, comply, and implement established processes, practices, and systems.
• Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
• Able to present effective and compelling messages to individuals, groups, and the public.

OTHER JOB REQUIREMENTS:
• Organizes workload throughout the day to meet project timelines and deadlines.
• Maintains professional behavior, dress, and appearance at all times.
• Attends meetings and trainings as requested.
• Assists with other duties as assigned on a regular or occasional basis.

To apply, send resume to hr@oneoc.org

OneOC is proud to be an equal opportunity employer