

Full Job Description

Overview : **Bridges to Recovery**, we are funded by a grant from Health Resources & Services Administration through the non-profit Marinette County Group Home Association, Inc. We help serve those struggling with substance use and support recovery efforts in the communities of Marinette County, Wisconsin and Menominee County, Michigan. We are here to help guide people through the recovery community by connecting them with others in recovery and providing access to area support services. At Bridges, we understand that recovery looks different for everyone and meeting people where they are at, allows people to recognize their own strengths to create a new life with meaning and purpose.

Responsibilities as a Volunteer Coordinator :

The duties include but are not limited to:

- Periodic evaluation of volunteers.
- Managing entire event management life cycle like site selection, logistics, purchase of supplies, promoting events, being the single point of contact while coordinating with the Management.
- Community outreach activities.
- Maintaining the volunteer database
- Schedule, coordinate, and assign volunteers to appropriate departments, supervise and mentor.
- Coordinate background checks, DMV records search and assist with credentialing as necessary.
- Maintain files, records applications, and other data including hours of service, skills, training received, availability, and special needs for audit and accreditation.
- Work with internal and external partners to identify volunteer/trainee/intern placement and develop position descriptions, training plans and evaluation standards.
- Other administrative and management duties as assigned.
- Handle confidential matters with utmost integrity.

Skills:

- 2 years experience or degree in Business management or other related field
- Effective interpersonal and communication skills.
- Leadership, networking, organization and management skills and added benefit.
- Ability to work with minimal supervision - self motivated and confident.
- Computer skills like MS Suite, Google Suite.
- Ability to handle confidential matters with utmost integrity.

Schedule:

- Volunteer / non-paid Internship
- On-Site
- Minimum 8 hrs per week

Benefits : Upon successful completion

- Experience Certificate
- Recommendation Letter