

## *Trainer / Volunteer Program Manager*

We are currently seeking an experienced trainer / nonprofit manager who is passionate about learning and development, and committed to engaging volunteers in social justice work. The successful candidate for this role will source, create, and deliver training that meets the learning needs of STAND!'s employees and volunteers, and oversee STAND!'s thriving volunteers' program.

Reporting to the Director of HR and Volunteers, the Trainer / Volunteers Manager will:

### *Volunteers program*

1. Manage STAND!'s volunteers' program, research, evaluate, and develop proposals for program improvements.
2. Develop STAND!'s volunteer recruitment plan based on agency needs, funder mandates, and strategic plan. Implement and manage volunteer recruitment.
3. Coordinate the placement of volunteers throughout the agency, maintain communication with program volunteer is placed in. Manage/supervise volunteers supporting administrative functions.
4. Promote volunteer engagement and retention including maintaining effective on-going communication, providing learning, development and training opportunities, plan and implement volunteer recognition events and activities.
5. Collaborate with senior staff on the effective engagement and management of leadership volunteers (STAND!'s Board of Directors)
6. Lead volunteer supervisor and training committees; support and train agency staff to manage and work effectively with volunteers.
7. Develop, manage, and supervise group volunteer projects, including corporate volunteers.
8. Manage the volunteer speakers' bureau; provide training, schedule volunteers for speaking engagements and tabling events in the community, collects and records evaluation data.
9. Deliver community speaking engagements and/or staff community tabling events.
10. Develop, manage, and supervise group volunteer projects, including corporate volunteers.

### *Learning, development, and training*

1. Develop and implement STAND!'s learning and development plan.
2. Manage the orientation, onboarding, training, and ongoing development of successful volunteer candidates including leadership volunteers. Collaborate with HR staff to deliver the same to employees.
3. Manage/deliver STAND!'s regular Domestic Violence Counselor training program in accordance with contractual obligations. Cultivate a deep understanding of core material and associated matters including gender-based violence history and dynamics, child abuse reporting mandate, victim privilege, STAND!'s approach and philosophy, etc. Ongoing, evaluates program content and revise as needed.
4. Integrate and deliver training within all hands' meetings, managers meetings, and similar events.
5. Identify, source, develop, and creatively deliver broad and focused learning opportunities that meet the needs of the organization and its employees and volunteers.
6. Work with HR to address individual employee performance issues where training, coaching, and similar interventions are needed.
7. Manage administrative and logistical work related to training, development, and learning.

### **Required Qualifications:**

1. B.A. degree in business, human resources or non-profit management with course work / concentration in learning or organizational development; or relevant equivalent experience.
2. 2+ years' experience in employee or volunteer management or similar field including the recruitment and retention of employees/volunteers.

3. 2+ years' experience in employee or volunteer development, training, learning.
4. Ability to effectively manage volunteers at all levels of the organization.
5. Knowledge of and experience implementing the best practices for volunteer management.
6. Knowledge and experience applying adult learning theory to develop employees / volunteers.
7. Strong learning delivery skills through group facilitation, training, and coaching with an emphasis on adult learning theories and models honoring diverse populations and learning styles.
8. Must be able to be certified as Custodian of Records for background checks for volunteers.
9. Excellent organizational and prioritizing skills; attention to detail and follow-through.
10. Excellent interpersonal and relationship-building skills.
11. Strong oral and written communication skills.
12. Ability to work independently as well as in a team; to think and work strategically and be resourceful.
13. Proficiency in computer skills, especially using Outlook, Word, Excel and customized databases.
14. Access to reliable vehicle, valid California Drivers' license, proof of auto insurance, clean driving record (MVR will be run prior to hire and periodically thereafter).
15. Employment contingent upon acceptable fingerprint and criminal history record.
16. Employment contingent upon certification as a DV Counselor.
17. Able to lift/carry up to 20lb, set up and tear down training sessions and events, deliver in person and virtual training.

**Preferred Qualifications:**

1. Experience as a trainer and group facilitator in a social justice/social services environment.
2. Bilingual Spanish/English skills
3. MPA, PHR/SPHR

**Mission, values, and culture**

[STAND! For Families Free of Violence](#) was born from the equal rights movement of the last century; specifically, from the strand of that movement that sought to eradicate violence against women. We are an organization that provides social services while participating in the larger activities of moving the dial on social justice. Successful candidates for all our positions will be eager to participate in social justice work including the interruption of structural inequities. We are a values-led organization, and our employees are committed to our values of integrity, passion, compassion, safety, accountability, innovation, and collaboration; and eager to create and participate in a work culture of inclusion, interpersonal kindness, and accountability.

**We offer:**

- The opportunity to make a difference in our community.
- A learning environment.
- Salary up to \$75,000 DOQ/DOE. Eligible for our generous benefits package which includes medical, dental, vision, life and AD&D insurance, voluntary acupuncture and chiropractic insurance, 403(B) plan (limited employer match after one year's service); and to earn vacation, sick leave and floating holidays.

**To apply:**

**Current STAND! employees** who are interested and meet the required qualifications should apply by emailing a **cover letter, resume, and completed Internal Transfer/Promotion form** to: [resume@standffov.org](mailto:resume@standffov.org) by **5pm May 18<sup>th</sup>**.

**External applicants** should email their cover letter, resume and the names of three supervisory references to [resume@standffov.org](mailto:resume@standffov.org) Please put "VTM" in the subject line of your email.

**STAND! For Families Free of Violence is an Equal Opportunity Employer committed to staff diversity. We welcome applications from qualified individuals of all backgrounds.** **Posted: 5/11/23**