



VOLUNTEER COORDINATOR
Red Lodge Transition Services, Oregon City, OR

Employment Type: Full Time

Job Overview:

Schedule and pay range: Full-time Monday through Friday most days. There are several weekend days during the summer months scheduled for events. Some community outreach events are scheduled in the evening depending on our programs. Comp. time is utilized for flexible scheduling hours. Hourly position range: \$23.25 to \$27.60/hour depending on experience.

Please note- The Volunteer Coordinator position is essential for prison programming and community outreach. Red Lodge volunteers help to support 11 out of 12 Oregon prisons with spiritual and cultural programming. It would be helpful for the Volunteer Coordinator to have experience accessing a prison. The Volunteer Coordinator helps new volunteers through the Department of Corrections onboarding volunteer process. Sometimes the coordinator will arrange for gas cards and lodging to reduce out-of-pocket expenses incurred by volunteers.

Red Lodge Transition Services does a fair amount of traveling in the summer. We support scheduled annual prison programs such as Spring Celebration (First Foods Ceremony) and institution Pow Wows. The Volunteer Coordinator is the point person for coordinating with the prisons and volunteers who support the event. We are a small non-profit organization growing rapidly. Red Lodge Transition Services always uses a team approach to ensure our clients, employees, and volunteers are cared for and feel valued!

EDI Statement: Red Lodge Transition Services is a culturally specific organization committed to practicing, educating, and providing access to Native American/Indigenous cultural and spiritual practices through culturally specific

programming. Red Lodge embraces the diversity of all races, genders, ages, and sexual orientations. Our organization serves a wide variety of individuals; we prioritize Native American/Indigenous communities.

Overview of Organization: Red Lodge Transition Services is a trauma-informed organization and as such, we encourage applicants with lived experience who are well grounded in their recovery and holistic values, to apply for this position. Our mission is to prevent and reduce incarceration among Native Americans. Approximately 80% of the population we serve self-identify as Native American. 100% of the people we serve have a history of one or more risk factors: Poverty, incarceration, substance abuse, intimate partner violence, sexual abuse, and/or mental health disorders. We provide a variety of programs inside Oregon State Prisons and two county jails. Many of these programs are managed through volunteer services. We provide Case Management and supportive services, including assistance with safe, clean, and sober emergency housing, to people reentering the community from jails, treatment centers, and prisons.

Job Description:

Volunteers are the heartbeat of Red Lodge Transition Services! Volunteers take on many tasks throughout our organization. We have volunteers who provide cultural programming in the prisons, community, and at the transition center for women. Some volunteers help out by hunting, fishing, and gathering sacred foods for First Foods ceremonies. Volunteers may help us prepare and cook at a prison event, set up and break down an art show venue, manage the clothes closet, or build recycle bins. Sometimes volunteers provide entertainment for a fundraiser or build a shelter for the sweatlodge firewood. Volunteers serve as mentors or help out as religious services volunteers in the prisons. We have volunteers who plant flowers and do landscaping. Volunteers are great at teaching us how to make ribbon shirts, skirts, and drums, and non-toxic cleaning solutions. Some volunteers tutor or mentor clients through their first semester of college. Facilitate Talking Circles, Wellbriety 12 step, drum practice, etc... Volunteers come and go... The need for volunteers with such a variety of work available to them is always evolving. Having the right person to help coordinate the work being done is priceless!

Job Responsibilities:

The success of an organization that depends on volunteers relies on its ability to motivate, inspire, and retain volunteers who donate their time for little or no

compensation. A Volunteer Coordinator must have leadership skills, management skills, computer skills, conflict resolution skills, organizational skills, and above all people skills! The Volunteer Coordinator is responsible for overseeing volunteer activities within the organization (please note: All Red Lodge staff and Board Members are involved in volunteer work. You are not expected to do everything yourself; we are here to help!) The Volunteer Coordinator's duties include interviewing and approving volunteers, placing volunteers in different roles based on their qualifications, and maintaining accurate volunteer records.

- The Volunteer Coordinator must communicate effectively with the volunteer and report to the Executive Director, Program Manager, and Board of Directors
- The Volunteer Coordinator is responsible for managing and maintaining the volunteer database
- The Volunteer Coordinator will reach out to volunteers based on their skills and availability when needed, for programs and supportive services
- They recruit, interview, supervise, and train volunteers. They assist in gathering data for background checks and LEDS forms
- The Volunteer Coordinator schedules volunteers for ongoing tasks as well as staffing events. They help organize and promote events that require volunteer support
- The Volunteer Coordinator is responsible for tracking volunteer hours, making sure media waivers are signed prior to the event, and that volunteers maintain a professional, positive attitude and appearance
- The Volunteer Coordinator creates Certificates of Recognition and puts together volunteer appreciation gifts for volunteers who go above and beyond!
- The Volunteer Coordinator distributes gas cards and documents each individual receiving the gas card or gift card in the log book. He/she will approve volunteers who are traveling outside their normal service areas
- The Volunteer Coordinator helps plan and organize community and fundraising events, including review of site selection, logistical arrangements, and run of the show. They purchase supplies, and are in charge of volunteers taking tickets and selling art... The Volunteer Coordinator is the primary point of contact for big events
- The volunteer coordinator will help create and/or approve signage and handouts for all community outreach events, he or she is assigned to
- They are responsible for making sure volunteers get meals, take breaks, and feel valued!

- The Volunteer Coordinator always communicates in a kind respectful manner
- At Red Lodge Transition Services, we are a TEAM. Please know we will be with you every step of the way!

Job Requirements:

- Previous employment or volunteer experience using databases and Microsoft Office, especially Excel in an organizational environment
- HR experience in recruiting new employees or volunteers, fundraising, working on teams, and strong leadership skills are desirable for this position
- Must be available to occasionally travel overnight, and adjust your schedule depending on the venue and program objectives. The majority of hours worked, are Monday through Friday
- Applicants must practice and understand media relations specific to a non-profit working within community and social media platforms
- The Volunteer Coordinator must uphold the Mission, Vision, and Values of the organization. He/she is expected to maintain a strong working relationship with Red Lodge team members and community partners
- The Volunteer Coordinator will be responsible for their budget and spending while following fiduciary guidelines
- They have the ability to practice and enhance culturally specific programming
- The Volunteer Coordinator must be trauma-informed, and have a basic understanding of adult addiction and incarceration
- The Volunteer Coordinator must be able to provide quarterly and annual reports to the Red Lodge Team and Board of Directors
- They must possess a non-judgmental attitude toward people, and maintain professional boundaries with volunteers, Adults in Custody, community partners, and team members
- A valid driver's license and good driving record are required
- Must be eligible to be carded as a volunteer with the Oregon Department of Corrections
- Consideration is given to people with lived experience, who have 2 to 5 years of job experience

Contact Information for application and interview:

- Pred Lodge Transition Services P.O. Box 55157, Portland, OR 97238
- 505-245-4175
- info@redlodgetransition.org