



The Council of Southeast Pennsylvania, Inc.  
Bailiwick Office Campus, Unit 12, 252 W. Swamp Road, Doylestown, PA 18901-2444  
Phone: 215-345-6644 Fax: 215-348-3377 www.councilsepa.org  
Information/Intervention Line: 1-800-221-6333

## **JOB DESCRIPTION**

**TITLE:** VOLUNTEER COORDINATOR, CHESTER COUNTY  
**REPORTS TO:** THRIVING IN RECOVERY PEER LEADER COORDINATOR  
**CLASSIFICATION:** EXEMPT, FULL TIME

**SUMMARY:** The Chester County Volunteer Coordinator is responsible for implementation of the volunteer program for the SAMHSA Thriving in Recovery Project throughout Chester County.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- Master's Degree in human service related field or demonstrated relevant experience with drug/alcohol recovery. Licensing and/or credentialing in the addiction field preferred.
- Person in long term recovery with at least 5 years sustained, current recovery history.
- Experience with community/volunteer engagement and outreach, program development and implementation.
- Pennsylvania Criminal Record Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- Current valid Pennsylvania driver's license, insurance and vehicle.

### **ESSENTIAL DUTIES:**

- Meet goals and objectives of SAMHSA Thriving in Recovery project in Chester County.
- Recruit, train, retain and supervise volunteer peers, providing direct peer-based recovery support services.
- Establish and maintain relationships with PRO-ACT Chapter and organizations throughout Chester County; utilize those relationships to strategically implement project.
- Maintain valid driver's license and safe driving record.

### **DAILY JOB RESPONSIBILITIES:**

1. Conduct strengths and needs assessments, outreach for potential participants.
2. Engage, educate, activate and support volunteer peers to deliver peer recovery support services for individuals and families seeking to access and sustain recovery throughout Chester County.
3. Develop, in conjunction with staff, orientation and training program for volunteers; develop and nurture peer leadership skills in members of the recovery community.
4. Provide volunteers with job descriptions, manuals and handbooks for volunteer programs.
5. Inform volunteers regarding trainings, workshops and pertinent educational opportunities.
6. Assure proper supervision of volunteers; maintain volunteer records and schedules; interpret Council policies for the volunteers. Follow proper protocols and procedures regarding volunteers and volunteer coordination.
7. Work with Director of Outcomes and Evaluation to support evaluation component of this project. Ensure GPRA process and reports are completed in a timely manner. Maintain project logs, reports and records, data input.
8. Promote programs and services both internally and externally to ensure successful programming, events and strong volunteer base. Identify community resources for volunteer recruitment & marketing of programs and services. Maintain an understanding of, and adapt to, individual community dynamics.

9. Collaborate with intersecting systems to provide a coordinated approach to recovery support services, both telephonic and non-telephonic. Work collaboratively with Council staff and volunteers to develop and implement the goals and objectives for this project.
10. Provide a comprehensive array of programs and activities to support recovery for individuals and families, following the goals and objectives defined in the proposal supporting this project.
11. Work with Peer Leadership Councils and Chester County PRO-ACT Board and community agencies in Chester County to ensure vibrant, active collaboration. Representation should include multiple pathways to recovery, family members and young people in recovery.
12. Serve as liaison and support to/for all PRO-ACT Chapter committees.
13. Develop a recognition process for volunteers; maintain a good level of volunteer morale.
14. Assist with any additional tasks assigned by the Peer Leader Coordinator or Executive Director.

**COMPENSATION:** Commensurate with experience and other qualifications.

**REVISED:** January 2017

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date