Logo, company name

Description automatically generatedRecovery Café of Clark County

Vancouver, WA

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| Job Title: | Volunteer/Resource Coordinator | Job Type: | Recovery Café Services |
| Department/Group: | Operations | Position Status: | Full-time |
| Location: | 3312 E Fourth Plain Blvd Ste 100 Vancouver, WA 98661 | Probation Period: | Yes/90 days from hire date |
| Level/Salary Range: | $16-17/hr | Work Schedule: | TBD |
| HR Contact: | mpatterson@recoverycafecc.org | Date Posted: | 3/8/22 |
| Will Train Applicant(s): | Will Train Applicant(s) | Posting Expires: | Open Until Filled |

Recovery Café of Clark County (RCCC) is looking for someone to join our team as a Volunteer/Resource Coordinator. RCCC is a non-profit and part of a national network of similar Cafés serving men and women who have suffered trauma, homelessness, addiction and/or other mental health challenges. In a Café setting of "Radical Hospitality” members experience belonging, healing, and the joy of contributing to a nurturing community that specifically acknowledges addiction and mental health challenges.

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| **About this Role** |

The Volunteer/Resource Coordinator is responsible for leading RCCC’s volunteer program including support, instruction, and supervision of all RCCC volunteers. Ultimately, this position promotes one of RCCC’s guiding principles which is to give back. By recruiting and supporting volunteers, you are providing an incredible opportunity for individuals to make a difference within their community. Other desirable attributes for this role include enthusiasm, self-awareness, effective communication, organization skills, and a passion for working with people in recovery.

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| **Responsibilities** |

* Recruit new or potential volunteers providing information regarding opportunities.
* Schedule, assist and supervise RCCC volunteers.
* Support volunteers with getting established in their volunteer position, monitor volunteer shifts and changes, and be available to fill-in if there are no volunteers available.
* Assist volunteer servers with maintaining health and safety standards while serving food to members.
* Connect with other community organizations and attend court panels in effort to promote the Café and the volunteer opportunities RCCC provides to the community.
* Link individuals to resources, provide warm hand-off, and maintain an updated file for current community resources.
* Maintain documentation including volunteer daily/monthly schedule as well as updating data for monthly volunteer hour reports.
* Lead monthly volunteer meetings to discuss schedules, announcements, explain volunteer positions if needed, and honor Volunteer of the Month.
* Assist with the various Recovery Café daily activities and always work to promote the message and services of RCCC.

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| **Qualifications** |

* Experience in communicating and collaborating with individuals of culturally diverse populations.
* Ability to maintain confidentiality and demonstrate professionalism in the workplace.
* Excellent written and oral communication skills.
* Organizational skills with attention to detail and ability to prioritize.
* Computer skills and current technology experience.
* Time management skills.

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| **Benefits** |

* RCCC offers a highly attractive compensation package that includes competitive wages, benefits, paid holidays, and both sick and vacation time.
* Medical and Dental Benefits covered at 100% to all full-time employees.

\*Submit cover letter and resume to Moriah Patterson

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| Email: | [mpatterson@recoverycafecc.org](mailto:mpatterson@recoverycafecc.org) |
| Fax: | 3609843193 |
| Mail: | Recovery Café of Clark County  3312 E Fourth Plain Blvd Ste 100  Vancouver, WA 98661 |