

Family Support Network / Neighbor to Neighbor VOLUNTEER COORDINATOR

- Job Description -

POSITION TITLE: FSN/N2N Volunteer Coordinator

The Neighbor to Neighbor program is a partnership between University YMCA, the Illinois Coalition for Immigrant and Refugee Rights and the State of Illinois. This exciting new program connects volunteers with opportunities for service within their communities in areas such as English, U.S. Citizenship, Family Support, Employment, Children and Community Building. *The Family Support Network is an ICIRR project designed to unify services and volunteer activity to help families in deportation.*

POSITION SUMMARY: The University YMCA is hiring a FSN/N2N Volunteer Coordinator to manage their Family Support Network / Neighbor to Neighbor Volunteer Program. Volunteer Coordinators will be responsible for 1) compiling a resource list for families in deportation, 2) developing volunteer opportunities for people who want to help these families, and 3) creating a program to recruit, train, place, and coordinate volunteers to help families in deportation.

RESPONSIBILITIES INCLUDE:

- **Compiling a local resource list / needs assessment for families in deportation.** This includes identifying family-serving organizations and programs (legal, health, housing, etc.) in your area. This should be kept up-to-date with Family Support Network coordinator at ICIRR.
- **Identify volunteer opportunities** for people who want to help these families.
- **Recruit volunteers** from throughout community. This includes developing relationships w/ community groups, schools, religious institutions, businesses, etc.
- **Screening, interviewing, and training volunteers in various areas** – could entail everything from know your rights trainers to hotline volunteers to detention center visitors to tutors and mentors.
- **Deploy and supervise volunteers;** recommend areas of cooperative/shared volunteer use within programs.
- **Develop an overall menu and calendar for trainings and volunteer opportunities** which includes those done by programs; disseminate through print, email & website.
- **Work with ICIRR member organizations** to mutually support training needs and resources.
- **Maintain working knowledge of entire range of issue** areas addressed by ICIRR and Partner Community Organization.
- **Reporting** to Partner Community Organization & Family Support Network coordinator.
- **Other duties,** as assigned.

Illinois Coalition for Immigrant and Refugee Rights

55 E. Jackson Blvd. Suite 2075 - Chicago, IL 60604 – Phone: 312.332.7360 - <http://icirr.org/en/n2n>

QUALIFICATIONS:

- Excellent program development skills.
- High degree of organization and logistics ability.
- Ability to develop and maintain good working relations with diverse membership and staff.
- Ability to take initiative, to work with a team, and to handle a fast-paced setting, multiple projects and tight deadlines.
- Proficiency in Microsoft Office suite.
- Bilingual English/Spanish preferred.
- Strong commitment to the immigrant rights movement and social justice work.
- Must possess and maintain an automobile, valid driver's license and Insurance.
- Bachelor's degree and experience in grassroots organizing, training or related field preferred.

JOB SPECIFICATIONS: The Neighbor to Neighbor Volunteer Coordinator position is funded through the Put Illinois to Work Initiative. Employees will be paid \$10/hour for full-time work (30-40 hours/week); wages will be paid by Put Illinois to Work through Heartland Human Care Services, Inc.

The Family Support Network / Neighbor to Neighbor Volunteer Coordinator position is currently a contract position, available through September 30, 2010, with possible extension.

ELIGIBILITY: Since this program is sponsored by the Put Illinois to Work Initiative, applicants must fit one of the following criteria in order to be eligible:

- Parents of children under 18 whose household income is less than 200% of the poverty line.
- Recipients of TANF benefits.
- Youth between the ages of 18 and 22 whose household income is less than 200% of the poverty line.
- Non-custodial parents whose household income is less than 200% of the poverty line

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