

# 2024-2025 AmeriCorps Member Position Description



**Partner Organization Name:** Sexual Trauma Awareness & Response (STAR)

**Corps Member Position Title:** Volunteer and Outreach Coordinator

**Supervisor:** Derrick Lathan

**Days/Hours of Service:** The Outreach Coordinator will report to work Monday - Friday, 8:30a - 5p. There may be outreach events or meetings where the corps member is expected to work hours other than normal business hours, though time will be flexed within the work week.

**Physical Location:** 5615 Corporate Blvd., Ste. 200, Baton Rouge, LA 70808

---

## **Organization Mission and/or Goals:**

To support survivors of sexual trauma, improve systems response, and create social change to end sexual violence.

## **Program Mission and/ or Goals:**

The Volunteer and Outreach Coordinator will play a pivotal role in advancing STAR's mission by actively engaging with the community by participating in outreach events as an ambassador of STAR. This individual will be instrumental in enhancing STAR's presence within the community, fostering a network of support for survivors of sexual trauma. The Volunteer and Outreach Coordinator will also assist with the recruitment and coordination of volunteers, ensuring that our team is both robust and equipped to effect systemic change and promote social awareness aimed at ending sexual violence.

## **Member Position Summary**

STAR is looking for a proactive Volunteer and Outreach Coordinator to lead our community engagement initiatives and volunteer recruitment efforts. This role offers a unique chance to contribute to meaningful change in the realm of sexual violence prevention, working with a respected nonprofit dedicated to supporting survivors and fostering societal transformation.

The successful candidate will spearhead our outreach events, enhance our volunteer networks, and manage communications to amplify our mission.

**Essential Functions of Position:**

- Participate in ongoing community outreach events and meetings hosted by other organizations to promote awareness of STAR; goal is to attend at least one outreach event per month and conduct follow-up
- Conduct STAR 101 presentations to partner organizations and businesses; goal is to provide at least one presentation per month and conduct follow-up
- Initiate and develop community relationships to expand partnerships to all parts of our service area; conduct community needs assessments with community partners and add to EmpowerDB; goal is to attend at least two meetings with new partners per month.
- Help recruit and manage volunteers to support the agency's programs, events, and outreach efforts.
- Help conduct interviews to screen interested volunteers
- Manage volunteer schedules and calendars to ensure coverage of the 24-hour hotline and 24-hour hospital advocacy services.
- Manage volunteer records to ensure compliance with accreditation standards.
- Document and log volunteer hours and update contact lists as needed
- Assist with organizing, coordinating, and facilitating 40-hour sexual assault advocacy training for new volunteers.
- Analyze the effectiveness of outreach and volunteer recruitment strategies, making data-informed adjustments to improve impact.
- Stay informed on issues related to sexual violence and the local community needs to ensure relevancy and sensitivity in volunteer and outreach efforts.

**Member Impact**

Over the past ten (10) years, STAR has gone through a tremendous period of growth. We have succeeded in expanding our survivor services through Central and South Louisiana. At this time, we are in need of capacity-building support in the areas of community outreach and volunteer recruitment. The corps member in this position will plan an instrumental role in increasing our reach to clients, volunteers, and interested community members to deepen their role in our work.

**Skills, knowledge and trainings the corps members should expect to gain from this position**

Event planning and management, public speaking, volunteer coordination, and effective advocacy strategies

### **Ideal Candidate Qualifications**

- An effective writer with excellent grammar and spelling
- Able to communicate in a professional manner with press and community contacts
- Skilled in using Microsoft Office products (i.e., Word, Excel, PowerPoint and Publisher)
- Self-motivated and is willing to take ownership of projects
- Organized and detail-oriented
- Comfortable in a professional work/office setting
- Open to feedback and learning in a supportive environment
- Passionate about the mission of STAR®
- Able to manage the shifting priorities of the agency
- Committed to delivering quality products that elevate the organization's brand
- Able to travel when needed to Alexandria and Baton Rouge for special events

### **Required Transportation Requirements (ex: own vehicle or able bike to site)**

Car would be preferable