



Director of Volunteers

Full time, 37.5 hrs/week (M-F, ≈ 9am-4:30pm)

About us

The Mission of St. Margaret's House: Through the healing power of a loving community, we affirm the dignity of women and children by providing a safe space and meeting essential needs.

In working at St. Margaret's House (SMH), you will have the opportunity to impact our community in a positive and direct way. Our staff is a diverse group of highly capable and committed women with a range of professional and personal experiences.

About the position

As the Director of Volunteers:

- Responsible for overseeing, recruiting, training, and maintaining records of all volunteers according to best practices in the field.
- Collaborates regularly with staff to understand how best to utilize volunteers in support of our mission.
- Conducts volunteer orientations, and places new volunteers according to interests/needs.
- Maintains regular, proactive communication to keep volunteers engaged, informed, and appreciated.
- Supervises student interns and federal work-study students from various colleges and universities.
- Plans quarterly volunteer in-service trainings, as well as the annual luncheon and retreat or picnic.
- Interfaces with the broader community in an effort to develop strategic partnerships.
- Develops thoughtful volunteer retention and recognition initiatives.
- Collaborates with teammates to plan guest events that are heavily supported by volunteers (i.e. Thanksgiving Feast, Christmas Luncheon, Annual Picnic, field trips)

As a general member of the St. Margaret's House staff:

- Collaborates in the mission of St. Margaret's House and promotes and adheres to the values as articulated in the SMH value statement.
- Attends and actively engages in all staff retreats, meetings, and professional development seminars.
- As needed, flexes to provide staff presence on the main floor in support of the Guest Services Team.
- Collaborates with colleagues in all guest programming efforts.
- Participates in the general cleaning, maintenance, and upkeep of St. Margaret's House.

Requirements

- Minimum of a Bachelor's degree, and experience coordinating volunteers preferred.
- Versatile communicator, including de-escalation skills.
- Ability to work as part of a team, as well as independently with little supervision.
- Demonstrated understanding of and commitment to trauma-informed care.
- High level of emotional intelligence and flexibility.
- Ability to plan and organize for the future.
- Strong organization and task delegation skills.
- Proficient in Microsoft Word, Excel, PowerPoint; social media and database management (e.g.: Civic Champs; Bloomerang).
- Ability to lift 40 lbs.
- Ability to work in a fast-paced environment.

Compensation & benefits

Pay: \$25-\$30/hr, dependent upon qualifications and experience.

Paid Time Off: Paid holidays, vacation, and sick days.

Generous Retirement Plan: 403(b) plan with a 5% automatic employer contribution, plus 1:1 match up to an additional 4%.

Employer-Subsidized Coverage: Medical, vision, and Employee Assistance Plan (EAP) coverage.

Voluntary Benefits: Employee-paid dental, life insurance, disability, and HSA plans available.

How to apply

Email your cover letter, resume, and professional references to:

Katie Elliot M.Div., Ph.D., Executive Director

117 N. Lafayette Blvd. | South Bend, IN 46601 | 574-234-7795 | katie@stmargarethouse.org

Review of applications will begin as they are received and will continue until the position is filled.

St. Margaret's House is an equal opportunity employer.