



Volunteer Engagement Coordinator

About Us

Founded in Colorado in 2005, There With Care's mission is to provide a wide range of meaningful and fundamental services for families and children during the critical phase of a medical crisis. We serve families referred by hospital social workers and build support around them through a community of individuals, volunteers, services, and businesses, who ease their burden of life's day-to-day obligations with compassion and care. Our current service locations are Colorado, Middle Tennessee, and the Bay Area of California.

The Role

There With Care strives to create an environment that is welcoming, thoughtful, and responsive to engage caring volunteers, community and individual partners, who help support families and the organization in a meaningful way. The Volunteer Engagement Coordinator is the liaison between these interested volunteers and the organization. The Volunteer Engagement Coordinator is part of the team that recruits, trains, educates, nurtures, and maintains an on-going pool of volunteers. These volunteers may engage individually through direct or indirect family support or assemble as a community or corporate group to assist in our mission to serve families. The Volunteer team ensures our community has the ability to participate at There With Care in a way that fits and resonates with their interest and capability.

A Typical Day Might Include

- Handling the life cycle of a volunteerism request from initial interest through completion and beyond. For example: Engaging with the community member(s), sharing our mission, providing training, coordinating an individual and/or group activity, ordering supplies as appropriate, facilitating the opportunity, nurturing the relationship, etc.
- Capitalizing on opportunities to increase visibility for There With Care and drive new volunteer interest through community outreach. This could include managing "Volunteer Opportunities" postings on Hands On Nashville's website, as well as other community volunteer forums.
- Listening to a volunteer and helping to engage them with an opportunity that matches their interests.
- Facilitating in-person and/or virtual training(s) as part of the volunteer onboarding process.
- Utilizing our Salesforce database to track volunteer data and compliance.
- Collaborating with other team members and volunteers to provide timely and appropriate care.
- Problem solving to address unique needs or challenges that may arise.

Qualities That Might Make You Successful In This Role

- *You Have a Passion for Helping Children and Families.* The idea of directly communicating with volunteers to support families in a medical crisis to provide support and care, motivates you.
- *You are a Compassionate Listener.* You listen with compassion, care and without judgement to identify thoughtful and meaningful ways of supporting volunteers.
- *You are a master of your own Time Management.* You are comfortable juggling multiple projects and multiple people and are masterful at prioritizing, and re-prioritizing when necessary.
- *See the Solutions.* Good at solving problems with efficiency and thoughtfulness. You are willing to find a solution, adapt, then execute. And when you don't have the answers, you aren't hesitant to ask and learn.



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- *Details matter.* You have a sincere desire to understand the details of every aspect of the organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.
- *You have vision.* You enjoy working on new and innovative ways to engage volunteerism and improve on current processes.
- *Collaboration Inspires You.* Working as a team, brainstorming and problem-solving together motivates you. You view feedback not as criticism, but as a way to have a better, stronger outcome. You naturally see ways to engage people and see the importance of building community. You are excited to work in a growing organization and find ways to foster that growth.
- *Bonus Talents.* Experience with Hands On Nashville, Salesforce, Microsoft Office, and Excel is an asset.

Qualifications

- Bachelor's degree preferred or equivalent work experience will be considered.
- Strong communicator with excellent presentation skills and the ability to speak effectively to a variety of audiences, engaging diverse communities.
- This is an in-person role requiring occasional weekend and evening availability.
- What is most important to us in this role is someone who is a team player energized by the idea of sharing their skills to listen and supporting thoughtful and family focused care.
- Vaccinated for Covid 19

Compensation and Benefits

- Salary Range \$40,000-\$43,500
- Full-Time (40 hours per week)
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

How to Apply

Please submit your resume along with the answers to the following questions to: careers@therewithcare.org

1. What draws you to There With Care's mission? How would you connect further to that through this role?
2. Are there any qualities in particular that you possess that you think make you a good fit for this role?
3. Describe the values of an organization you have worked with previously. How did (or didn't) these values resonate with you?
4. Share a brief example of a problem you've encountered that you had to solve where you didn't know the solution and it was out of the area of your expertise.

You can submit your answers in writing, a slideshow, or a personal video. We're excited to learn more about you.

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check. There With Care is an Equal Opportunity Employer.