



Volunteer Coordinator Nashville, TN

ABOUT DISMAS INC.

HISTORY

In 1974, Father Jack Hickey and a group of Vanderbilt University students came up with an idea. What if, they asked, we could create a safe haven where we could share a home with former offenders transitioning out of prison — a place that would build a deeper sense of community for both parties and would help former offenders find supportive services, obtain jobs and become full and successful participants in the larger society.

As Father Hickey saw it, college students and former offenders are at a similar stage in life — preparing to take their place as contributors to society. He believed each could benefit and learn from the other. This vision was the genesis of Dismas House, which opened in Nashville later that year as an extension of the Vanderbilt Prison Project. Across the United States and internationally, other organizations have applied the Dismas House model, which has been widely recognized for its success.

HOW IT WORKS

For the formerly incarcerated, having a place to stay in a supportive environment is the first step toward successful re-entry to society. Having a home, and not just a house, can make all the difference.

Upon their release, returning citizens who have been carefully screened, live at Dismas House as they transition back into the community. They find a safe haven and a family-like atmosphere amid college students, staff and many volunteers who become part of their daily lives. Typically, residents live for 6-9 months in Dismas House, which is built on a framework of support, self-sufficiency and personal accountability. Professional caseworkers help to match them with resources to meet each person's unique needs. For their part, residents stay for a minimum of 90 days (up to 12 months), uphold positive standards of living, participate in a holistic programming model, are active members of the household and broader community, and pay a modest program fee. They leave with a stable income, a supportive network of friends, a greater sense of self-worth, a fresh chance and real hope for the future. In this way, Dismas House combines a mission of caring with a unique form of crime prevention. It works.

To learn more about the impact of Dismas House of Nashville, please visit <http://www.dismas.org>.

POSITION SUMMARY

Working from the Nashville campus and reporting to the Vice President of Operations, the incoming Volunteer Coordinator is responsible for planning, organizing, directing and implementing all volunteer-related programming and events associated with Dismas House of Nashville. The Volunteer Coordinator will also work closely with the VP of Programs to assist in the planning and implementation of daytime and evening programming. We're looking for a compassionate, care-driven professional who believes in facilitating wellness for residents and their families and will



take initiative in planning and coordinating volunteer efforts and effectively communicating with volunteers, residents and Dismas staff. The ideal candidate will have flexibility with work hours including the ability to work some evenings and some weekend hours as needed. Further, the ideal candidate must have a reliable car, and be comfortable and have experience and/or passion for helping formerly incarcerated individuals.

PRIMARY RESPONSIBILITIES

Volunteer Coordination

- Organizes, coordinates and implements the recruitment of volunteers for the board, various committees, departments and association programs.
- Main point of contact for all volunteers and volunteer activities.
- Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Oversees the orientation and training programs for all volunteers including updating the Volunteer Handbook and leading Volunteer training.
- Oversees and coordinates Volunteer Community Dinners.
- Maintains updated records on all volunteers.
- Sets up and attends volunteer meetings. Reports to staff on volunteer activities as needed.
- Recommends and develops ongoing volunteer utilization.
- Works with Special Events Coordinator to plan the annual volunteer recognition program.
- Promote volunteering internally and externally through recruitment, publicity strategies and campaigns.
- Ensure volunteers are appropriately matched and trained for positions.
- Prepares specialized reports and presentations as it relates to the progress of projects and initiatives.
- Tracks key project milestones and adjusts project plans to meet the needs of work effort. Responsible for leading the project from inception to final business acceptance and implementation.
- Assists the VP of Operations in writing volunteer job descriptions & setting organizational goals.
- Other duties that occur, as needed.

Program Coordination

- Work closely with VP of Programs to implement, coordinate, and facilitate daytime and evening programming.
- Ensure resident attendance at all required programming, meetings and community dinners.
- Work with program providers to schedule appointments, sessions, and classes.
- Support program providers ensuring they have what is needed to offer their services.
- Help VP of Programs to generate new programming ideas and develop new program partnerships.
- Assist VP of Programs to develop and implement a community service program by coordinating with local non-profit agencies.

DESIRED BACKGROUND & PERSONAL ATTRIBUTES

- Bachelor's Degree in Social Work or a related field from an accredited college or university. Master's preferred.
- Experience working with volunteers, volunteer leadership, and program staff.



- 1-3 years of related experience in managing and overseeing a group of volunteers that perform various duties, preferably in a non-profit setting.
- Outstanding public presentation skills and a capacity to communicate effectively to the press, board, committees, staff, volunteers, and the public in a concise, focused and convincing manner.
- Propensity to work with high energy, a high degree of initiative and from a positive perspective while maintaining flexibility and attention to detail.
- Enormous passion for and commitment to the mission of Dismas House, and an understanding of prison culture desired.
- Excellent organization skills including increasing efficiencies around systems, procedures and protocols.
- Excellent computer skills and knowledge of database programs.

COMPENSATION

Compensation is commensurate with education and experience. Excellent benefits package provided through the State of Tennessee.

Interested parties should send resume and cover letter to careers@dismas.org. No phone calls please.

Dismas Inc. is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ applicants.