

American Red Cross Volunteer Recruitment Specialist (Rio Grande Valley Area)

The American Red Cross is a strong network of volunteers, donors and partners who are always there in times of need. We aspire to turn compassion into action so that all people affected by disaster across the country and around the world receive care, shelter and hope; our communities are ready and prepared for disasters; everyone in our country has access to safe, lifesaving blood and blood products; all members of our armed services and their families find support and comfort whenever needed; and in an emergency, there are always trained individuals nearby, ready to use their Red Cross skills to save lives.

We are currently seeking a Volunteer Recruitment Specialist (Rio Grande Valley Area) to work in our Rio Grande Area (Corpus Christi, Harlingen, or McAllen, TX). This position will work 8:00am to 5:00pm Monday through Friday, and some weekends and evenings will be required during times of business need. Travel will also be involved up to 20% of the time.

Apply Online:

https://americanredcross.wd1.myworkdayjobs.com/American_Red_Cross_Careers/job/Statewide-TX/Volunteer-Recruitment-Specialist--Rio-Grande-Valley-Area- RC51606

Execute broad-based recruitment strategies to identify and attract volunteers. Screen, refer and assist with placement of prospective volunteers to effectively support goals and ensure placement of sufficient numbers of volunteers to meet operational needs. Provide support, development and/or leadership guidance to all volunteers.

Perform all duties and responsibilities in compliance with standard operating procedures and other applicable Federal, State and local regulations.

Responsibilities:

- 1: Utilize comprehensive recruitment strategies to meet assigned volunteer recruitment metrics, effectively support goals and ensure placement of sufficient numbers of volunteers to meet operational needs.
- 2: Conduct general and targeted outreach and recruiting activities to obtain volunteer applicants tracked to referral and approval.
- 3: Identify, cultivate, and maintain relationships with key volunteer recruitment agencies/organizations, market segments, and populations to create a robust network and strong candidate pipeline for future needs. Partner with assigned staff to strengthen existing relationships, and identify and evaluate prospective volunteer recruitment sources and partnerships.
- 4: Support the development and ongoing refinement of the Volunteer Recruitment Plan to include both in-person and digital strategies. Assist in evaluating and modifying recruitment strategies based on lessons-learned.
- 5: Maintain accurate records of all potential and actual volunteer leads through the appropriate tools. Produce status reports.
- 6: Support volunteer programs and services to meet established goals and objectives. May assist in scheduling and coordinating volunteer orientations, placements, meetings and events.

Scope: Individual contributor that works under limited supervision. Applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.

Qualifications:

Education: Bachelor's degree required.

Experience: Minimum of 3 years of related experience.

Management Experience: N/A

Skills & Abilities: Ability to work on a team. Excellent oral and written communication skills. Strong interpersonal and presentation skills. Good organizational skills and the ability to handle multiple and

continuously evolving priorities effectively. Intermediate proficiency with MS Office applications, including Word, Excel, PowerPoint, and Outlook. Knowledge of group dynamics, customer maintenance techniques, negotiation skills, and the ability to effectively implement programs is preferred.

Travel: May involve travel.

* Combination of candidate's education and general experience satisfies requirements so long as the total years equate to description's minimum education and general experience years combined (Management experience cannot be substituted).

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The work environment will consist of moderate noise (i.e. business office with computers, phones and printers, light traffic). The employee must have the ability to work in a small cubicle and have the ability to sit at a computer terminal for an extended period of time.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.