



Role: Volunteer Manager
Reports to: Director of Family Support
Supervision of: None
Location: Santa Ana, CA
Hours: Full time, hourly
Salary: \$26.00 - \$32.00 per hour depending on experience

About Beyond Blindness

Beyond Blindness is a California Nonprofit Corporation founded in 1962 whose mission is to empower children with visual impairments and other disabilities to achieve their fullest potential. We envision a world where all children, no matter their abilities, are equipped to live full and rewarding lives. We value people first, championing and building upon the inherent strengths and value within each child, as well as Family, Connection, Impact, Inclusion, Stewardship, and Optimism.

Beyond Blindness is the only organization of its kind in Southern California that provides all of the support and services — outside of medical care — that children with visual impairments and other disabilities need to develop to their highest potential and live fulfilling lives. Beyond Blindness is a one-stop support resource for these children, and their families, and provides services in clients' homes, at its location in Santa Ana, and in schools throughout Orange County.

Overview of the Role

The Volunteer Manager position will be responsible for the recruitment, on-boarding, training, development, and recognition of Beyond Blindness volunteers. This individual will work internally with all departments to determine volunteer needs and support. The position will work externally to build strategic partnerships with the Beyond Blindness Board of Directors, advisory board, and committee members, as well as corporations, organizations, and individuals to recruit and steward ongoing relationships.

The job duties listed are intended as a guide to the general job responsibilities.

Duties

Recruitment:

- Recruit community volunteers to assist with tasks and projects on site, support our classrooms with ongoing and consistent individuals, and work at Beyond Blindness monthly community events.
- Maintain partnerships and act as liaison with local National Charity League and Delta Gamma chapters and corporate partners.
- Outreach to volunteer organizations and corporate partners to establish and maintain an ongoing streamline of volunteers and opportunities.
- Establish relationships with local universities to develop student teaching, internship, and work study opportunities within various Beyond Blindness departments.



Onboarding and Training:

- Oversee the administrative and HR documentation intake of all volunteers and interns.
- Oversee and develop onboarding and training of all volunteers.
- Track and maintain accurate records and prepare reports.
- Develop, review, and provide guidance as needed on written program policies and protocols as they relate to volunteers.
- Ensure compliance with Volunteer-specific and company-wide guidelines.

Development:

- Conduct volunteer check-ins with ongoing and consistent volunteers to ensure wellness and satisfaction.
- Develop and maintain positive relationships with the Beyond Blindness Board of Directors, advisory board and committee members, as well as corporations, organizations, and individuals.
- Create volunteer satisfaction survey.

Recognition:

- Develop recognition and awareness program for volunteers.
- Establish annual recognition event for volunteers.

General:

- Treat volunteers with empathy and respect and conduct oneself in a professional manner.
- Assist with front office duties such as greeting visitors, answering phones, etc.
- Respond to emergency and priority situations such as safety and security measures.
- Comply with organizational guidelines and health care laws and regulations.
- Obtain information through research or question interview.
- Establish and maintain interpersonal relationships with team-mates, community organizations, subordinates, supervisors, and leadership team.
- Communicate with persons outside the Agency including like-organizations, peers, and networks.
- Document and record information.
- Participate in training, supervision, and meetings.
- Attend monthly all staff meetings and regular meetings with Supervisor.
- Conduct self in accordance with Agency's mission, vision, and values at all times.
- Other professional, job-related duties as assigned.
- Works weekends and evenings as needed. This is an on-site only position.

Education & Experience

- Bachelor's degree or equivalent experience.
- Program or project management experience preferred.
- Track record of success in building and leading volunteer and community efforts.
- Demonstrated ability to adapt communication style for a variety of stakeholders.
- Non-profit experience preferred.
- Experience working with young children with special needs population preferred.



Benefits

- Generous PTO plan and fourteen (14) paid holidays.
- Competitive medical, dental, vision insurance, life, and disability insurance and 401(k).
- Additional continuing education, employee referral and childcare programs for eligible employees.
- Fun office environment and passionate team, serving a great community.
- Meaningful work at an organization that is improving the lives of children who are blind and visually impaired and their families.
- Diverse community of employees and clients with an emphasis on a culture of engagement, positivity, and support.

Licensing & Accreditation Requirements:

All employees working for Beyond Blindness are ***required*** to meet the following at all times:

1. LiveScan Fingerprint clearance and background check - DOJ/FBI/Child Abuse Index (one time or upon re-hire)
2. Health Screening (one time or upon re-hire)
3. Proof of immunity to Measles or MMR Vaccination Record (one time)
4. Flu Vaccine within one year (and each year thereafter)
5. TDAP Vaccine within last 10 years (and every 10 years thereafter)
6. Current COVID-19 Vaccine (fully vaccinated (original Pfizer/Moderna 2 vaccine series or Pfizer single vaccine plus 1 booster)
7. Clear TB test or Chest X-ray within last 4 years (and every 4 years thereafter)

Your Application

We're excited to hear from you! To join Beyond Blindness, please upload a resume and cover letter to careers@beyondblindness.org. Applications without cover letters will not be considered; please use this as an opportunity to convey why you want to be a Volunteer Manager at Beyond Blindness.