



Person-to-Person

Director of Volunteers (Darien, CT)

Reply to: jobs@p2pdarien.org

Person-to-Person, a volunteer-driven, community-based emergency assistance agency located in Darien, CT (www.p2pdarien.org), is seeking a full-time Director of Volunteers. The Director of Volunteers will report to the Executive Director.

Essential Duties and Primary Job Purpose

Responsible for the recruitment, training and supervision of the more than 250 regular and seasonal volunteers serving at Person-to-Person each week, ensuring the efficient running of the agency. Maintain volunteer records and coordinate volunteer schedules, prepare all volunteer reports and budgets, and liaise with the community to attract volunteers.

Representative Tasks and Major Responsibilities

- Develop and implement strategies to recruit volunteers. Respond to inquiries regarding the volunteer program, interview and screen potential volunteers.
- Conduct orientation for new volunteers. Determine volunteer needs for all programs and match volunteers to appropriate jobs.
- Schedule volunteers both on a weekly and special events basis, ensuring that all agency needs are met.
- Supervise volunteers in performance of job duties, providing them with continuous assistance, feedback and guidance.
- Maintain all volunteer records.
- Compile all training materials and programs; hold annual training sessions for all volunteers.
- Liaise with OPUS, Person-to-Person Youth Group, and the Kid to Kid Group.
- Plan and manage all volunteer appreciation events and volunteer communications.
- Manage the Volunteer Office and supervise the In-Kind Manager.
- Liaise with community organizations and businesses to promote the agency's mission and expand the potential volunteer base.
- Prepare activity, budget and audit reports as requested.

Qualifications

- Bachelors Degree, preferably in the Social Services field, with at least five years of experience in non-profit organizations
- Strong computer skills including Excel and PowerPoint, Access a plus
- Fluency in Spanish not required but strongly desired



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- Proven exemplary leadership and diplomacy skills and the ability to bring out the best in others; a visionary with fresh ideas and innovative approaches for promoting the organization's objectives
- Skill in identifying volunteers' goals, extensive interviewing experience
- Demonstrated knowledge of supervision, motivation and decision-making techniques. Skill in teaching and mediating disputes and solving problems
- Excellent oral and written communication skills. The ability to give rehearsed as well as extemporaneous speeches, participate on panels, make presentations and work with the media
- Experience in building alliances with community organizations

When responding, please include in the subject line of your email the following: Director of Volunteers, Your Last Name, Your First Name

The application should include the following two attachments:

- Your résumé
- In lieu of a traditional cover letter, please answer the following three questions:
 1. Why do you feel that you are best suited to serve as our Director of Volunteers?
 2. What has been your most challenging experience in a non-profit organization and why? (Please do not use any real names of organizations in your example)
 3. What is your most pressing question when considering the position described above?



Person-to-Person

Bilingual Caseworker (Darien CT)

Reply to: marinathomas@p2pdarien.org (email) or 203/655-8082 (fax)

Person-to-Person, an emergency assistance agency in Darien, CT (www.p2pdarien.org) is seeking a caseworker who is fluent in both English and Spanish; fluency in French/Creole is a plus.

This position can be full or part-time and provides a wonderful opportunity for someone interested in making a real difference in people's lives.

Duties include client intake and assessment, referrals, written case notes and follow-up. Ideal candidate will be well-organized, highly motivated and able to collaborate effectively.

Requirements: Degree in Social Work, Counseling or related field; excellent oral and written communication skills; minimum 3 years experience in a social service agency setting; computer proficiency, especially in Microsoft Office.

Please send cover letter with resume by email or fax to: Marina Thomas, Director of Social Services, at marinathomas@p2pdarien.org, or to 203/655-8082.