



Job Title: Community Educator and Volunteer Coordinator  
 Location: 1206-B Vaughn Rd, Burlington, NC 27216 (Alamance Office)  
 1064 NC Hwy 86N, Yanceyville, NC 27379 (Caswell Office)  
 Date Posted: November 21, 2019  
 Position Type: Full-time (37.5 hours per week, Salary)  
 Hours: Monday-Friday 9:00 am – 5:00 pm  
 Travel: Limited

**If interested, please submit resume, cover letter, and two references by either email or mail to:**

Email: <a href="mailto:Hiring@CrossRoadsCares.org">Hiring@CrossRoadsCares.org</a> Attn: Hiring Committee, RE: Volunteer & Community Educator Coordinator	Mail: Hiring Committee P.O. Box 673 Burlington, N.C. 27216
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## ORGANIZATION DESCRIPTION

CrossRoads was established in 1976 as a standalone sexual assault center serving adult victims of sexual violence. In 1994, we realized that child victims needed the same types of services as adult victims. CrossRoads formed a multi-disciplinary team that began research and development of a Children’s Advocacy Center (CAC) and in 1996 our CAC was opened. In 2018, CrossRoads had the opportunity to merge with Alamance for Freedom, a well-known anti-human trafficking program. Today we serve victims of sexual violence, human trafficking, and child maltreatment.

CrossRoads started from an outcry in the community and we have continued to operate in such a manner. When individuals need services to find healing, CrossRoads willingly accepts the challenge to create and sustain new and necessary programs. Our greatest priority is our clients and the assurance that they are receiving the highest caliber service.

To find out more about our organization, you can visit: [www.crossroadscares.org](http://www.crossroadscares.org)

## POSITION

**Primary Function:** Coordinate the recruitment, training, supervision, scheduling, and retention of all volunteers and interns. Represent the agency in the community and serve as the initial point of contact for community members and service providers who request information and training about CrossRoads, child abuse, human trafficking, and/or sexual assault.

### Major Responsibilities:

- Responsible for recruitment, training, supervision and appreciation of all volunteers and interns for Alamance and Caswell Counties.
- Responsible for facilitation of monthly volunteer connection meetings.
- Responsible for managing crisis line coverage, and to provide back up to volunteers on call (to include nights, weekends, & holidays).
- Facilitation of SAAM, Child Abuse Prevention Month, and Human trafficking awareness events.
- Complete community presentations, school presentations, and professional presentations and trainings.
- Field and facilitate community education, training and outreach requests.
- Serve as a visible spokesperson and advocate for CrossRoads mission, vision, and services in the community.
- Attend community meetings, as needed and/or as assigned.
- Complete statistical and programmatic reports.



### **Qualification and Education Requirements:**

- College degree in social sciences, human services, or equivalent training and work experience.
- Experience in area of sexual violence, human trafficking, and/or child maltreatment.
- Experience providing support/advocacy services preferred.
- Experience working with diverse populations.
- Ability to work well independently as well as in a team.
- Excellent organizational and communication skills.
- Strong computer skills.
- Self-starter who works efficiently in a fast-paced environment.
- Capacity to understand and maintain confidentiality.
- Ability to handle confidential client crisis calls and emergency situations.
- Ability to maintain positive working relationships with staff members and outside partners.

### **Additional Notes:**

Applicants must possess a valid driver's license and have access to reliable transportation. Any offer of hiring will be contingent upon a satisfactory background check. Applications will be accepted until position is filled.