



THE SALVATION ARMY
Harrisburg Worship and Service Center
506 S. 29th Street, Harrisburg, PA 17104

EMPLOYMENT POSITION AVAILABLE

Position: Volunteer and Seasonal Programs Coordinator (VSPC)

Department: Resource Development, Harrisburg, PA

Availability of Position: Immediately

Schedule: Full time, in-person, flexibility required for special events, presentations, tours etc.

Reporting Relationship: Directly: Resource Development Officer **Indirectly:** Corps Commanding Officer

Salary Grade: 9 Exempt

The Salvation Army is hiring and offers a truly excellent benefit package to eligible employees including:

- Generous paid time off every year that include holidays, vacation time and sick time.
- Employer funded Pension Plan (company contributions begin after 1 year of employment)
- Eligibility for supplemental insurance plans including Short Term Disability, AFLAC and Voluntary Term Life
- Most importantly – a job with a good purpose!

Position Overview: The Volunteer and Seasonal Programs Coordinator will coordinate all volunteer efforts including recruiting, coordinating, training, and supervising volunteers and volunteer projects and processing volunteer applications and volunteer clearances. In addition, the VSPC will strengthen our current volunteer relationships as well as build our current volunteer base through strategic recruitment, outreach, training and maintaining ongoing communication with our current volunteer base. The VSPC will market our volunteer opportunities and the work our volunteers perform for more comprehensive recognition of volunteer efforts through flyers, email blasts, events and other various outlets. The VSPC will develop individualized volunteer requirement strategies and volunteer opportunities for corporate volunteer programs and church partners. The VSPC will lead the volunteer recruitment effort for seasonal programs including the in-kind solicitation for Back To School, Summer Youth program, Christmas, Thanksgiving and other seasonal programs. The VSPC will be heavily involved in our Christmas program ensuring volunteers are trained, supervised, engaged, and appreciated. The VSPC will provide support for The Salvation Army's development department events. This position requires the utmost confidentiality, the ability to work independently, prioritize and multi-task in a fast-paced environment. Position will require a flexible schedule to accommodate for special events, appointments, and public appearances. Other duties as assigned. This role is full-time.

Requirements:

Bachelor's Degree with 2 years experience in communications, event planning, or related field or Associate's Degree with 4 years experience in communications, event planning or related field.

- Confidentiality in all areas, mandatory.
- Should be self-motivated and exhibit strong initiative
- Must have good organizational and interpersonal skills
- Computer skills required in Microsoft Office Suite
- Prior database experience required.
- Must be able to multi-task with ease and confidence
- Enjoy public speaking
- As a Mandated Reporter, must provide proof of having completed training on recognizing and reporting child abuse meeting the training standards of PA Act 153 prior to employment with recurrent training required every three years thereafter.
- Meets the Child Protection Clearances required by PA Act 153 to include PA Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Criminal Record Check.
- Ability to thrive in a collaborative team environment but also able to work independently.
- Valid Certification within 90 days of employment CPR and First Aid
- Valid Driver's License and able to obtain insurance clearances as determined by The Salvation Army's insurance company
- Must have an understanding for and appreciation for the Mission of The Salvation Army.

Contact: Please send, email or fax your resume along with a cover letter including salary requirements to:

Toni Mark, Resource Development Officer **Email:** Toni.Mark@USE.SalvationArmy.org

Fax: 717-231-3650 **Location:** The Salvation Army, 506 S. 29th Street, Harrisburg, PA 17104 Please, no calls.

Released by the Divisional Human Resources Department on March 11, 2024. Requisition No.

All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability or protected veteran status.

The Salvation Army's Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church.

Its message is based on the Bible. Its ministry is motivated by the love of God.

*Its mission is to preach the gospel of Jesus Christ
and to meet human needs in His name without discrimination.*