# JOB OPENING

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| **Job Title:** | **Volunteer Coordinator** |
| **Hours:** | 20-25 hours/week; 52 weeks/year |
| **Closes:** | **5:00 pm, Tuesday, September 8, 2026** |
| **Department:** | Victim Services |
| **Location:** | Job is located at 2229 5th Avenue<br>Please turn in applications at the front desk. |

District 4 HRDC currently has a job opening for a Volunteer Coordinator. For more information please contact Administrative Officer Amaya Bliwernitz, bliwernitza@hrdc4.org, 406-265-6743 x.1122

**POSITION SUMMARY:** Coordinate and supervises Crisis Line Volunteers, serves on call as part of staff rotation. Responsible for recruiting, training, selection of volunteers, as well as assigning roles to each volunteer. Responsible for tracking volunteer hours. Provides assistance and advocacy to victims of domestic and sexual violence to ensure victims safety.

**Wage:** $18.73 per hour

**Hours:** 20-25 hours per week

**Benefits Available:** Health, Vision and Dental Insurance: Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

**Who should apply for this position:** Anyone who has a High School Diploma or High School Equivalency and 2 years' experience working in a domestic violence program or providing social services. Must also possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

**I don't have my high school diploma or equivalent, can I still apply?** Yes. District 4 HRDC still encourages you to apply for this position. Miles City adult education program can assist you in obtaining your high school equivalency (HSE). Individuals are required to work towards this goal once hired.

**Application Deadline:** 5:00pm, Tuesday, September 8, 2026

**To Apply, Submit the Following:**

1. **Letter of interest stating your qualifications for the position and why you are interested in working for HRDC**
2. **Current resume**
3. **Signed job description**

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave, Havre, MT 59501.

**Incomplete application packets will not be considered.** Contact Amaya Bliwernitz with any questions regarding the application process. 406-265-6743 extension 1122

# DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
# JOB DESCRIPTION

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| **TITLE:** Volunteer Coordinator | **SUPERVISOR:** Victim Services Director |
| **PROBATIONARY PERIOD:** 1 year | **SUPERVISES:** Varying numbers of volunteers |
| **EMPLOYMENT HOURS:** 20-25 | **WEEKS PER YEAR:** 52 |
| **GRADE:** 13 | **STARTING WAGE:** $18.73 |
| **POSITION SUMMARY:** Coordinates and supervises program volunteers, serves on call as part of staff rotation. Responsible for recruiting, training, selection of volunteers, as well as assigning roles to each volunteer. Responsible for tracking volunteer hours. Provides assistance and advocacy to victims of domestic and sexual violence to ensure victims safety. | |

**MAJOR RESPONSIBILITIES:**

1. Recruit, screen, select, and schedule volunteers on the monthly calendar.
2. Distribute the monthly on call calendar to volunteers, answering service, Police Department, and Sheriff's Office 10 days before the upcoming month.
3. Conduct a training program on domestic and sexual violence, stalking, and suicide including pre-service, in-service, and on-the-job training for volunteers.
4. Promote volunteer opportunities at community outreach events while conveying the organization's purpose to the public.
5. Gather and distribute updated information from advocate trainings and webinars to volunteers on a quarterly basis.
6. Provide ongoing supervision, support, feedback, and other non-monetary rewards for volunteers.
7. Institute systematic measures to retain needed volunteers, to reduce volunteer "burnout," and to transfer or terminate ineffective volunteers.
8. Maintain recording and filing system for volunteer program. Keep records of signed volunteer calendars.
9. Conduct monthly outreach to gain new volunteers for the Crisis Line and update Director on progress.
10. Communicate with the answering service and law enforcement agencies regarding any changes to the on-call schedule.
11. Keep accurate monthly reports of In-Kind hours and send to Fiscal Officer and Director by the 1st of each month.
12. Be on the on-call rotation, average of 1 week each month when fully staffed. Must be able to respond to a victim at any time if requested.
13. Be available via cell phone for 24-hour Crisis Line Services during your on-call schedule.
14. Maintain confidentiality of client identity at all times.
15. Maintain safe and confidential operation of the program.
16. Advocate for all victims of domestic and sexual violence by empowering them to speak for themselves.

**ADDITIONAL RESPONSIBILITIES:**

1. Attend trainings, as needed, related to issues of domestic and sexual violence and volunteer management.
2. Assist primary and secondary victims of domestic and sexual abuse by providing emotional support, safety planning, referrals, and education.

3. Assist victims of domestic violence by:
    a. Advocating safety for victims and their children.
    b. Educating victims about the dynamics of domestic violence.
    c. Connecting them with proper community resources when necessary.
4. Collaborate with Tribal domestic violence programs and criminal justice system to ensure the safest and most effective services for Native American victims.
5. Respond to victims of rape and domestic violence at the hospital, emergency room, police station, or sheriff's office as requested by hospital and law enforcement staff and coordinate shelter intake if necessary.
6. Be familiar with all staff responsibilities and be willing to fill in as needed.
7. Be able to diffuse potentially volatile situations.
8. Travel is required for transporting victims and attending trainings. Willingness and ability to use own vehicle as necessary.
9. Perform additional duties as assigned by supervisor.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or equivalent (GED/HSE)
2. 2 years' experience with Domestic Violence or providing social services.
3. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

**The following certifications/trainings must be successfully obtained/completed: ***

4. Must attend Basic Advocacy Training within the first 3 months of employment.
5. Must attend the Montana Victim Advocate Academy Training within the first year of employment.

**SKILLS, ABILITIES AND OTHER REQUIREMENTS:**

1. Knowledge and awareness of Native American culture, family dynamics, and tribal, legal and social service systems.
2. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
3. Ability to keep accurate, complete, and thorough records, and possesses a high level of interpersonal communication skills in reading, writing, and speaking.
4. Must have access to a vehicle and hold a current license and liability insurance. Be able and willing to travel to trainings in and out of state.
5. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
6. Awareness of violence issues and the needs of men, women, and children.
7. Ability to interact and work well with law enforcement, social service agencies, and the criminal justice system.
8. Must be able to work independently and in a team setting, as well as collaborate with other professionals.
9. Must have knowledge regarding child development, child behavior, and age appropriate trauma care.
10. Must be available, respond to, and remain calm in crisis and high stress situations.
11. Basic computer knowledge.

12. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate; and always display integrity, honest interaction, and professional excellence.

**WORKING/ENVIRONMENTAL CONDITIONS:**

1. Work is primarily in an office environment. Requires some physical effort, moving between 25-60 pounds, on an occasional basis (between 15% and 45% of time). Incumbent must walk, stand, bend, kneel on an occasional basis; Sit, use hands and arms, and speak on a frequent basis. Work is in an office environment, free of excessive noise or other disagreeable elements; temperature is regulated, with less than 10 degree Fahrenheit variation.
2. Occasionally enter unfavorable houses or apartments or situations.
3. Generally dealing with extremely volatile situations.
4. Occasionally work after hours (weekends, holidays, and middle of the night) in high stress situations.

**EMPLOYEE SIGNATURE:**_____ **DATE:**_____

**Disclaimer – all jobs are dependent upon grant funding**