

Date Posted: 04/13/2011

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

**Job Title:** Director of Volunteer Services

**Employer/Agency:** Catholic Charities

**Job Description:** The Development team at Catholic Charities is seeking a highly qualified Director of Volunteer Services at our office in Houston, TX. The individual that fills this position will be responsible for handling online application enrollment of volunteers, implement a placement process that enables volunteers to better understand volunteer job duties prior to their placement, and guide registered volunteers through the placement process. This individual will maintain a rapport with key contacts, agencies and community groups, communicate with program supervisors to seek out large scale volunteer projects, and work closely with volunteer groups to create a strategy for completion of projects.

**Qualifications:** The ideal candidate will have a Bachelors degree and 3-5 years experience working in recruitment or volunteer services. Proficient in Microsoft Word and Excel required. Fluency in Spanish is preferred.

**Salary/Hours:** Full-time; Salary DOE

**Employer/Agency:** Catholic Charities  
**City, State, Zip:** Houston, TX

**Contact Name:** Kimberly Parasco  
**Contact Title:** Recruiter

**Application Method:** \*Submit resume and salary requirements to [hr@catholiccharities.org](mailto:hr@catholiccharities.org). Please include the title of the position in the subject line.

**Opening Date:** Immediately

*If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you*