

**Date Posted: 11/29/12**

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Relationship Manager-Volunteer

**Employer/Agency:** United Way

**Job Description:** Works with the Sr. Director of Brand, Vice President of Donor Relations and the Community Impact team to develop, implement and manage a comprehensive volunteer reading program.

Responsibilities include volunteer program development and execution including oversight for corporate volunteer recruitment, screening, training and scheduling of all early-grade reading volunteers.

Ensures volunteer schedules are set to maximize available tutoring time with students, that schedules are properly communicated to volunteers, that replacements are promptly scheduled as needed and that meeting space for volunteer activities and training is coordinated with schools.

Responsible for volunteer training to include volunteer roles and responsibilities. Training will be facilitated in conjunction with the Community Impact Site Coordinator who will assist in training volunteers on how to practice reading with students, how to evaluate student reading skills and assess reading comprehension.

Communicates with the Donor Relations and Community Impact teams to inform on program status and recommendations.

In conjunction with United Way Site Coordinator, gives volunteers feedback and suggestions on reading performance and makes recommendations that would enhance both the volunteer and/or the student's reading experience. Ensures the Reading Support Program is a positive and rewarding experience for volunteers, students and participating school faculty.

Coordinates all program record keeping including volunteer hours, volunteer performance and scheduling records. Performs other required program reporting as required.

Coordinates other Donor Relations and key donor initiatives as needed.

Works on special projects and organizational activities as assigned.

**Qualifications:** Bachelor's degree from an accredited institution.

Minimum Skills and Experience:

Minimum 3 or more years experience in volunteer program management preferred. Proven track record of successful project management. Demonstrated use of automated office systems and tasks in performing assigned functions i.e., PC word processing, spreadsheets and analytical software. Demonstrated strong written and oral communication skills, including public speaking experience. Demonstrated strong customer service orientation. Demonstrated organizational skills and attention to detail. Fosters a workable, effective and productive relationship with other staff, administration, volunteers, corporate and community executives and personnel. Demonstrated ability in handling confidential information.

**Salary/Hours:** Volunteer Position

**Employer/Agency:** United Way  
**City, State, Zip:** Houston, TX

**Application Method:** Apply online at <https://home.eease.adp.com/recruit2/?id=2960931&t=2>

**Opening Date:** Immediate

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at***

***[mjobs@sw.uh.edu](mailto:mjobs@sw.uh.edu) with the hiring details of your new job opportunity.***

***Thank you***