



# NORTH COUNTY RAPE CRISIS & CHILD PROTECTION CENTER

## JOB ANNOUNCEMENT

**POSITION:** Hotline Services Coordinator

**SALARY:** \$20.00 per hour

**HOURS:** 30 hours per week

**OPEN UNTIL FILLED:** Application available on website, [www.sbcountyrapecrisis.org](http://www.sbcountyrapecrisis.org); submit with current resume and cover letter to: F/HR Director, P.O. Box 148, Lompoc, CA 93438. FULL APPLICATION PACKET REQUIRED.

## JOB DUTIES:

1. Recruit, supervise, schedule, and assign volunteers.
2. Responsible for coordination of 24-hour Hotline and Hotline coverage.
3. Maintain accurate volunteer records and volunteer hours.
4. Coordinate and help train volunteers in Lompoc and Santa Maria.
5. Update and maintain volunteer training materials.
6. Facilitate and coordinate monthly volunteer meetings.
7. Available on a 24-hour basis, by phone to assist with questions or coverage issues.

## QUALIFICATIONS:

1. Completion of volunteer / advocate training upon hire.
2. Ability to train and work closely with volunteers and staff.
3. Knowledge of and sensitivity to issues regarding sexual assault and child abuse.
4. Ability and sensitivity to diversity issues involved in working in a multi-cultural community and with special needs populations.
5. Flexibility regarding work hours.
6. Ability to communicate effectively both orally and in writing.
7. Ability to initiate, develop and implement program related material.
8. Demonstrated skills in time management.
9. Knowledge of community resources: experience in working with agencies and community professionals.
10. College degree or related experience in crisis intervention, criminal justice or social service field.
11. Possession of valid driver's license, current auto insurance, and reliable transportation.
12. Fingerprint Clearance is required.
13. Bilingual Spanish/English preferred.

(The above is a brief outline of the main job duties and is not the actual job description.)

The North County Rape Crisis and Child Protection Center is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex (including pregnancy, childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), or disability (medical and physical, including HIV and AIDS), and denial of family medical care leave and pregnancy leave. This policy applies to staff, volunteers, and clients.

P.O. Box 148, Lompoc, CA 93438

LOMPOC OFFICE: (805) 736-8535 ♥ SANTA MARIA OFFICE: (805) 922-2994  
24-HOUR HOTLINE: (805) 736-7273 ♥ [office@ncrccpc.org](mailto:office@ncrccpc.org)