



**Position:** Volunteer Resources Recruitment Supervisor  
**Department:** Development  
**Program:** Volunteer Resources  
**Reports to:** Director of Development Operations  
**Salary:** \$52,000 annually  
**Status:** 100%, Full-Time, Regular, Exempt  
**Probation:** 180 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

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**JOB SUMMARY:** The Volunteer Resources Recruitment Supervisor partners with program colleagues and the Volunteer Resources team to support the mission of the Los Angeles LGBT Center. This is accomplished through strategically placing qualified volunteers in appropriate positions throughout the Center, thus magnifying the impact of our efforts on behalf of the clients we serve. The Recruitment Supervisor will be required to develop in-depth knowledge of the Center's many programs, and partner with program colleagues to develop meaningful, mutually beneficial volunteer opportunities. They will play a key role in recruiting, placing and training volunteers and interns, and will lead the efforts toward more efficient and innovative recruitment strategies.

**ESSENTIAL FUNCTIONS:**

- 1) Identify and recruit volunteers and interns for a variety of strategic placements throughout the Center;
- 2) Partner with Center departments to develop volunteer opportunities;
- 3) Create position descriptions and recruit, train, and place volunteers and interns in a timely fashion;
- 4) Participate in the development and implementation of volunteer stewardship plans;
- 5) Oversee internship programs Center-wide;
- 6) Build and sustain relationships with colleges, universities, trade schools, and LGBTQ campus organizations for recruitment purposes;
- 7) Work with multiple internal committees to plan and coordinate community and outreach events;
- 8) Ensure the presence, participation and visibility of the Center at designated Pride and community events;
- 9) Participate and represent Volunteer Resources in staff, event and other meetings as needed, including monthly MMG;
- 10) For all center departments recruit, place, and perform exit intern interviews;
- 11) Other duties as assigned.

Page 1 of 2 – See page 2 for Job Qualifications and Experience

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**E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)  
Or submit cover letter with application/resume to:  
Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028**

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Experience in social services, non-profit, human or volunteer resources, customer service, and/or communications fields;
- 4) Minimum of 3 years' experience in staff or volunteer supervision;
- 5) Availability to work a flexible schedule including some nights and/or weekends;
- 6) Excellent interpersonal skills;
- 7) Excellent verbal and written communication skills, including interviewing and public speaking skills;
- 8) Bilingual (English/Spanish) preferred;
- 9) Must have strong computer skills and knowledge, including MS Office Suite;
- 10) Ability to navigate through online volunteer recruitment portals and various social media platforms;
- 11) Exceptional ability to work well under pressure, manage and prioritize projects with multiple and often competing deadlines, and meet all set deadlines;
- 12) Forward thinker who is not afraid to think outside the box;
- 13) Ability to work independently, under supervision, and in a team-based and goal-oriented environment;
- 14) Detail-oriented with strong organization skills;
- 15) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

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