



## **Recruitment Volunteer Position Description (Indirect Service)**

### **RECRUITMENT VOLUNTEER**

Work closely with Regional Center Recruiter and treatment team (including current and previous foster parents, interns, treatment team members, other recruitment volunteers) to promote, bolster, and support recruitment activities that would include: fairs, festivals, civic organization or nonprofit presentations, events at faith-based organizations, schools, community organizations, etc. To contribute to the conversation of how to reach targeted groups, how to build innovative recruitment campaigns, and how to attract quality foster and foster-to-adopt families in the region. The recruitment volunteer will work together as a small team with the area recruiter and several other volunteers.

#### Mission:

UMFS is an unwavering champion for high risk children and families, collaborating with communities to help them reach their full potential. UMFS believes deeply that volunteers are an integral part of accomplishing the mission of the agency. It is a core value here at UMFS that “collaboration multiplies impact.” Recruitment Volunteers offer us the opportunity to mobilize the unique talents, interests and abilities of a group of caring and community-minded individuals to find good quality homes for children and teens in need of a family.

#### Responsibilities and Duties

The Recruitment Volunteer will commit to bring his/her own special talents and skills to attract prospective foster and foster-to-adopt parents. If there is foster parenting or adoption in your background, the volunteer will share his/her experience, passion, and enthusiasm for the foster care experience. Even without direct experience, the volunteer will be offered training to help dispel myths, encourage exploration and to help get the word out about the need for foster homes for children throughout the commonwealth of Virginia.

Tasks involved would include (together with the UMFS recruiter): staffing recruitment tables at various community events and presentations; interacting with the public at scheduled events; cultivating and engaging interest at scheduled events; brainstorming and developing recruitment opportunities through personal connections and knowledge of the community; set up and break

down of recruitment display tables for events; and acting as an unwavering champion for children and families as a part of the UMFS Recruitment Team.

#### Hours of Service:

Most recruitment events occur on a weekend during the daytime or on a weekday evening (e.g. Sunday morning church presentations, Saturday community fairs, employee health fair on a Wednesday evening, etc). Weekdays are possible as well (e.g. Chamber of Commerce Luncheon, etc). An events calendar will be used to book volunteers' availability up to 3 months in advance as much as possible; last minute opportunities may be available as well. **We are asking a commitment of 5-10 hours per month.** Recruitment Volunteers are also asked to commit to a minimum of one year of service due to the level of Recruiter time devoted to train and support a satisfying and effective Recruiter-Volunteer relationship.

#### Necessary Skills and Abilities

- Adults, all ages
- Excellent communication and interpersonal skills
- Friendly, engaging, and warm personality
- Enjoys spending time with people and listening to "stories".
- Connected and knowledgeable about their community, preferred
- Creative, innovative and high energy
- Outgoing and passion for helping kids

#### Impact:

UMFS averages 50 calls a month around the state looking for healthy stable homes for children and teens. We have to say "no" to more than 2/3 of those calls. Recruitment Volunteers would be supporting, growing and enhancing a Recruitment process to help more kids find homes and families!

#### Supervision and Support

John Jenks, Recruiter

Angie Williams, Volunteer Coordinator

Lisa Nicoll, Volunteer Specialist

#### Evaluation:

UMFS invests in our volunteers with the hope that volunteering will be a deeply satisfying experience. Progress is measured by both the volunteer and supervisor at least annually but more often during regular contact. Evaluative feedback is always welcome and encouraged!

Are you interested in helping find homes and families for kids? If so, please contact **John Jenks** today! 804.310.7572 or [jjenks@umfs.org](mailto:jjenks@umfs.org)