



*Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.*

*Dove, Inc. | 302 S. Union, Decatur, IL 62522 | [doveinc.org](http://doveinc.org) | [dove@doveinc.org](mailto:dove@doveinc.org)*

## **Beginning Awareness Basic Education Studies • BABES Program**

### **BABES Program Part-Time Coordinator Job Description**

The BABES Program is one of a team of four community outreach, volunteer driven based programs and one of the seven program areas of Dove, Inc.

#### **GENERAL RESPONSIBILITIES**

The BABES Program Coordinator is responsible for managing the BABES (Beginning Awareness Basic Education Studies) Program. Using trained volunteers as classroom presenters, the program reaches over 2,000 children a year in Macon and DeWitt County schools. The Coordinator is responsible for recruiting, training, supporting and supervising volunteers. The Coordinator oversees scheduling of presentations and serves as a liaison with teachers and educators. Dove, Inc. is a church-sponsored social service agency.

#### **EXAMPLES OF WORK**

- Recruits and selects volunteers to become BABES presenters.
- Plans and conducts training sessions for volunteers and holds in-service sessions for all volunteers.
- Makes contacts with schools to promote BABES and schedule presentations.
- Monitors BABES presentations on regular basis to assure program quality.
- Assists and supports all volunteers as needed.
- Makes speeches and presentations to community groups to secure funds and recruit volunteers.
- Becomes active in community prevention networks.
- Plans and/or assist with BABES fundraisers.
- Prepares reports on program progress for funding sources and providing materials for grant requests.
- Attends and participates in Dove and program specific meetings.
- Attends and participates in agency and program events.
- Prepare a volunteer newsletter.
- Performs related duties as required.

#### **QUALIFICATIONS**

Applicants should have experience, including volunteer work or education, in at least one of the following areas: childhood development; elementary education; volunteer management; mental health; or substance abuse prevention. Applicants should be able to demonstrate solid planning and organizational skills and demonstrate understanding of volunteer management. Applicant needs to be self-motivated and able to work independently. Applicant

must enjoy working with children. Knowledge of Macon and DeWitt County school systems or willingness to learn, is needed for this position. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment all employees are subject to background and drug checks as required by Dove, Inc. Personnel Policy. These checks may be updated periodically.

### **SALARY AND BENEFITS**

The introductory salary range for this position is \$13,500-15,600 annually. This employment is contingent upon continued funding for this position. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, 19 paid four-hour leave days, life insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

### **WORK CONDITIONS AND ENVIRONMENT**

This is a part-time position requiring 20 hours per week, ten months (August – May) per year with two months off each summer. Workspace is provided in Dove offices at 302 S. Union. The Coordinator is supervised by the Director of Volunteers and Community Relations. Days worked may include occasional weekends, evenings and/or holidays. This position is subject to the Fair Labor Standards Act.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

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