



**KAMLOOPS SEXUAL ASSAULT
COUNSELLING CENTRE**

601 – 235 1ST Avenue, Kamloops, BC V2C 3J4

P: 250-372-0179 F: 250-372-2107

www.ksacc.ca

[facebook.com/kamloopsassaultcentre](https://www.facebook.com/kamloopsassaultcentre)
twitter.com/ksacc_ksacc

SEXUAL ASSAULT/DOMESTIC VIOLENCE RESPONSE TEAM COORDINATOR

Kamloops Sexual Assault Counselling Centre is a feminist organization that supports individuals who have experienced sexualized violence. We provide counselling, support services, advocacy, education, and prevention. The Kamloops Sexual Assault Counselling Centre's purpose is to provide client centered support services to all individuals regardless of race, culture, religious beliefs, gender, sexual orientation, ability, socio-economic status, and age.

JOB TITLE: Sexual Assault/Domestic Violence Response Team Coordinator

Reports to: KSACC Agency Coordinator

Salary: \$25.00/hour

Hours: 20 hours/week

Start Date: June 2018 – June 2019 (52 week appointment)

General Description

The Sexual Assault/Domestic Violence Response Team Coordinator will be responsible for the coordination and training of volunteer personnel and the provision of emergency response support to clients of the Centre using an intersectional feminist based framework. Volunteer Coordination includes recruiting, screening, training, evaluation, and retaining Centre volunteers.

Position Requirements

The position requires the Sexual Assault/Domestic Violence Response Team Coordinator to have a minimum of a 2 year diploma in a social service discipline and 2 years' experience, or equivalent related education and experience. This position requires excellent interpersonal skills, verbal and written communication skills, organizational abilities, advocacy skills, and flexible availability. Experience training adult learners is an asset.

Scope

The Sexual Assault/Domestic Violence Response Team Coordinator will work closely with the staff of KSACC and the Y Women's Shelter. They will ensure appropriate volunteer coverage and training for the SA/DV program. They will also support the development of the KSACC volunteer process, procedures, and policies in conjunction with the Agency Coordinator.

Specific Expectations

1. Coordinating volunteers, including recruiting, screening, training, evaluating, and retaining Centre volunteers
2. Provide support to volunteers through consultation, debriefing and training



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3. Maintaining volunteer personnel files.
4. Ensuring communication between volunteers and staff at both KSACC and the Y Women's Shelter
5. Coordinating volunteer recognition at the AGM and through other appropriate opportunities
6. Coordinating Sexual Assault/Domestic Violence Response Team statistics
7. Provide public presentations and training to members of the community as appropriate and as resources permit
8. Maintain and liaise with other community agencies
9. Create monthly volunteer social and education opportunities
10. Create a monthly volunteer newsletter
11. Other tasks or duties as requested by the Agency Coordinator.

How to Apply

Interested applicants should submit the following documents by 4:00 pm on June 8, 2018.

Incomplete packages will not be reviewed.

- Cover letter detailing how your education and experience directly relates or connects to the position requirements
- Curriculum Vitae
- 3 professional references

All of these documents should be emailed to:

KSACC Board of Directors

ksaccpresident@gmail.com