

**Job Announcement**  
**Director of Recruitment and Training**  
**Full-time (40-hours/week)**

**Agency Summary**

San Francisco Women Against Rape (SFWAR) is a community-based, anti-sexual assault, social justice organization. We provide support to sexual assault survivors, their families, and communities, and use education and community organizing as tools of prevention. We believe that ending all forms of oppression is integral to ending sexual assault and challenge oppression within our organization and communities. We are women of color-led and prioritize working with and for communities facing multiple forms of violence and oppression.

**Position Summary**

The Director of Recruitment and Training (DRT) recruits and trains volunteers 4 times per year to provide Hotline Counseling, In-Person Peer Counseling, Medical Accompaniment, and Outreach. The DRT also schedules and facilitates monthly case management/supervision and in-service training for volunteer rape crisis counselors, maintains grant compliance with rape crisis counselor training requirements, and works collaboratively with the Direct Services team and Community Initiatives Program. The DRT is supervised by the Administrator of Programs. The DRT's work is done both on-site and virtually.

**Responsibilities**

*Volunteer Recruitment:*

Develop outreach and recruitment plans focused on prioritized communities; develop a variety of recruitment materials; conduct outreach and recruitment, including activities such as one-on-one outreach, networking, relationship building, attending and speaking at events, distributing flyers, sending public service announcements, writing articles, and placing ads in publications; provide leadership and support to staff, interns, and volunteers to assist with outreach and recruitment activities; interview and select potential volunteers (with support from other staff when appropriate); offer clear explanations and suggest alternative volunteer opportunities to volunteers who are not selected for SFWAR's volunteer training programs; evaluate outreach and recruitment methods and materials, and implement changes according to findings.

*Volunteer Training & Development:*

Participate in planning discussions prior to each volunteer training to improve curriculum and infuse political and anti-oppression education into all aspects of the training; plan and conduct 4 volunteer trainings per year (with participation from staff, guest speakers, and consultants) that include presentations, discussions, interactive exercises, role plays, videos, and other training tools; develop training manuals for each volunteer activity (i.e. crisis line, medical advocacy, in-person counseling, and outreach); provide evaluations, exit interviews, and certificates for all graduating volunteers; evaluate training and implement changes according to findings; schedule and facilitate monthly case management/supervision and in-service training for volunteer rape crisis

counselors; maintain volunteer files; track required continuing education for volunteers and staff; coordinate annual volunteer appreciation event, in collaboration with the Director of Crisis Intervention Services and Director of Advocacy & Counseling; work with staff to provide ongoing training and political education opportunities for volunteers and staff.

*Program Administration:*

Develop annual program goals and activities; develop and manage annual program budget; maintain compliance with all state/funding/program mandated requirements, including requirements of the California Office of Emergency Services; maintain program records and files; prepare reports on activities and outcomes; participate in ongoing program planning and evaluation to achieve program and organizational goals;

*Additional Responsibilities:*

Participate in team planning and decision-making; participate in organizational meetings, committees, and other agency-wide activities, such as strategic planning, fundraising, and outreach activities; provide counseling on 24-hour hotline, including back-up crisis line coverage; provide back-up medical advocacy coverage; maintain client confidentiality; responsible for own typing, filing, and administration.

**Qualifications**

Experience with and/or ability to:

- Maintain a flexible work schedule, including weekdays, evenings and weekends.
- Plan, implement, and evaluate a program.
- Conduct outreach and recruitment within prioritized communities.
- Develop training curriculum/materials/tools that support different learning styles.
- Facilitate trainings on a variety of sexual assault, oppression, and social justice related issues.
- Build and maintain supportive relationships with volunteers and staff, including managing conflicts that may arise.
- Promote and support healing, political education, and leadership development among volunteers.
- Challenge oppressive use of privilege and power, and internalized oppression within group dynamics.
- Complete administrative work, including responding to requests for information, tracking details, managing a budget, maintaining files, writing program reports.
- Work well independently *and* within a team.
- California rape crisis counselor certification strongly preferred. Successful candidates not currently certified are required to successfully complete SFWAR's upcoming training (Jan-Feb 2022).

**Commitment to:**

- An evolving radical political analysis as the foundation for anti-violence, anti-oppression, social justice work.
- Individual and community healing from violence and oppression.
- Ongoing personal, interpersonal and institutional anti-oppression work.

- Supporting organizational growth and struggling constructively with contradictions.
- Creating a work place that respects and affirms the cultural beliefs and practices of diverse communities.
- Team planning and decision-making.
- SFWAR Mission Statement.

**Salary & Benefits:**

- \$54,080 year starting salary.
- Employer-paid health, vision, and life insurance; employer-paid dental insurance; employer contribution to retirement.
- Annual paid leave for Full Time Employees (pro-rated for Part Time Employees): two weeks of vacation for first year of employment; two weeks of sick leave; one week of mental health leave; 3 1/2 days of flexible “holidays”.
- Stipend for bilingual staff.
- This is an exempt position.

**To Apply:** Please submit your cover letter and resume via email to [ap@sfwar.org](mailto:ap@sfwar.org). The position will remain open until filled. SFWAR is an equal opportunity employer.