

# American Red Cross – Volunteer Services Recruitment Specialist

## **Volunteer Services Recruitment Specialist opening**

Volunteer Services is looking to add a recruitment specialist to the team! Responsible for assisting with the development and implementation of broad based recruitment strategies to attract and identify Red Cross volunteers to effectively support Regional goals and mission critical activities.

Responsibilities:

1. At the direction of the local leadership (Regional Volunteer Services Officer or Senior Recruitment Specialist): Utilize comprehensive recruitment strategies to meet assigned volunteer recruitment metrics identified through the Volunteer Needs Assessment. Emphasis placed on geography, skill sets, availability and leadership experience.
2. Conduct face to face general and targeted recruiting activities to obtain volunteer applicants tracked to referral and approval.
3. Support the development and ongoing refinement of the Regional Volunteer Recruitment Plan to include both in-person and digital strategies.
4. Assist in identifying, cultivating, and maintaining relationships with key volunteer recruitment agencies/organizations, market segments, and populations to create a robust network and strong candidate pipeline for future needs.
5. Partner with assigned staff to strengthen existing relationships, and identify and evaluate prospective volunteer recruitment sources and partnerships within the Region.
6. Assist in evaluating and modifying recruitment strategies based on lessons learned.
7. Assist with maintaining accurate records of all potential and actual volunteer leads through the appropriate volunteer tracking tool.
8. Produce monthly volunteer activity status reports as directed.

Qualifications:

Education: Bachelor's degree in business or equivalent combination of related education and experience required.

Experience: Minimum three to five years related experience required.

Skills & Abilities:

- Excellent oral and written communication skills.
- Strong training and presentation skills.
- Interpersonal skills and the ability to relate effectively to people of diverse backgrounds and education levels.
- Knowledge of group dynamics, customer maintenance techniques, negotiation skills, and the ability to effectively implement programs is preferred.
- Good organizational skills and the ability to handle multiple and continuously evolving priorities effectively are required.
- Recruiting experience OR the ability to effectively communicate and represent Red Cross mission and activities in a positive and realistic manner is preferred.
- Other Skills: Intermediate proficiency with MS Office applications, including Word, Excel, PowerPoint, and Outlook.

## Hilary Duerksen

Regional Philanthropy Officer

**American Red Cross, Chicago & Northern IL Region**

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merican  
Red Cross

**WITHOUT A, B AND O,  
WE CAN'T SAVE ANYBODY.**

Ask me how you can replace the missing blood types.