

Homewood

- **South Suburban PADS** – www.sspads.org -- 1 VISTA Development and Volunteer Recruitment Associate – Training in July or August

South Suburban PADS works to provide shelter and supportive services to homeless persons.

Summary of Primary Job Functions: dual responsibilities:

- Identify potential grant opportunities that may be available to PADS, and
- Recruit volunteers to support the volunteer staffing for the PADS emergency shelters

Duties and Responsibilities: Grant Development

- Develop resources for identifying grant opportunities
- Develop list and timeline of potential grant opportunities
- Working with staff, identify and develop various components necessary for inclusion in the grant based on each grant's set of requirements
- Prepare draft grants for submission to Executive Director
- Develop process to monitor submissions

Duties and Responsibilities: Volunteer Recruitment

- Work with staff to assess the needs of PADS
- Develop and implement a volunteer recruitment plan for the organization.
- Engage new groups of volunteers to expand the services PADS provides.
- Develop program that uses current volunteers in an efficient manner.
- Develop a volunteer training program

Qualifications:

- Bachelor's Degree preferred.
- Strong problem solving and group work leadership skills.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as part of a team.
- Sound computer skills.
- Effective oral and written communication skills.
- Ability to work flexible hours.
- Must have access to own vehicle.

South Suburban PADS is an interfaith effort that partners with Faith Communities to provide emergency overnight shelter to the homeless population in the south and southwest suburbs of Chicago, Illinois. Faith Communities provide the facilities and volunteer staff, and PADS provides the operational structure, supplemental volunteer support, and supportive services such as free medical attention, substance abuse referrals, employment services, homeless prevention programs, job readiness training, resume development and job search skills, housing assistance programs, financial management and various other life-skills training programs. PADS is celebrating 20 years of service in 2010, and is the leading provider of services to the homeless in Southland Chicago.