



## Volunteer Coordinator Job Description

**Objectives of the position:** Ensure potential volunteers are efficiently screened, processed, trained, and matched with appropriate volunteer opportunities. Ensure retention of current volunteers.

**Reports to:** Executive Director

**Status:** 30 hours per week, hourly

**Scheduled Hours:** Flexible - preferred schedule Monday – Friday 9:00 am to 3:00 pm with occasional evenings and weekends

**Education & experience:** High School diploma required; Bachelor's Degree preferred in ministry, communication, counseling or related fields.

**Skills:** Detail oriented, communication, organized, proficient in Microsoft Office and general knowledge of database systems

### Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior
2. Exhibit a strong commitment and dedication to the pro-life position
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and the policies and procedures of Hope Rising
4. Be able to respect and keep information confidential
5. Complete the volunteer training and position orientation
6. Be able to provide spiritual leadership, discipleship, and support to perspective and current volunteers
7. Be able to carry out responsibilities with little or no supervision

### Essential functions:

1. Serve as initial point of contact for all potential volunteers
2. Maintain a list of all volunteer opportunities
3. Follow up on all volunteer inquiries
4. Track potential volunteers from initial contact through completion of necessary paperwork and training
5. Interview potential volunteers with their potential supervisor
6. Plan and facilitate annual volunteer appreciation events and quarterly In-Service meetings
7. Ensure appropriate cards, gifts, and flowers are sent to volunteers (birthday, get well, sympathy, etc.)
8. Maintain current records of all volunteers, job descriptions, and volunteer status within the organization
9. Ensure that all client facing volunteers receive an annual review
10. Coordinate with Director of Operations, Director of Community Outreach, and Director of Development to secure volunteers to meet the needs of the organization
11. Create monthly volunteer newsletter and distribute via mail or email to all staff and volunteers
12. Annually review Volunteer Application, reference forms, interview questions, and packets and update if necessary
13. Annually review Volunteer Brochure and request updates through Design Team if necessary
14. Plan and facilitate at least 2 volunteer training sessions annually

**Original:** Employee's Personnel File

**Copy:** To Employee

**Copy:** [Volunteer](#)CoordinatorJob Description

