

Water Street Mission Job Description Volunteer Coordinator-Mission Programs

Summary: The Volunteer Coordinator connects groups and individuals interested in service with areas of need on campus and ensures the effective onboarding, training and development of volunteers in cooperation with other departments at WSM.

FLSA Status: Full-Time, Exempt

The Volunteer Coordinator must be:

1. Willing to sign Water Street Mission's Statement of Faith.
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support Water Street Mission's core values and ministry philosophy.

Essential Duties:

- Recruitment of volunteers, including advertising, screening, interviews and evaluations
- Oversee the scheduling process for volunteers and connect with Enrichment Center, Access Center and Residential Ministries directors to identify volunteer needs
- Manage the onboarding process for volunteers who are committed to a regular schedule of service
- Volunteer communications including newsletters, postings and special events
- Conflict management as needed for volunteers
- Encourage and equip WSM staff in expression of volunteer appreciation
- Inspire creative use of volunteers' skills
- Participate in volunteer advocacy organizations in the community
- Participate in periodic public speaking engagements for the ministry
- Other duties as required

Time Allocation:

- Communication and scheduling volunteers 50%
- Onboarding, training and development of volunteers 30%
- Volunteer group coordination and special events 20%

Reports to: VP of Programs

Education/Experience/Skills: A minimum of an Associate's Degree and/or three consecutive years' experience working with volunteers; Bachelor's Degree preferred. Organizational skills, ability to communicate via strong interpersonal relationship skills in groups and with individuals in person, by phone and through email. Fluency in computer software including Microsoft Office and database programs. Experience in teaching adults, leadership and organizational management preferred.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. The employee is regularly required to stand, walk or sit and use hands to finger, handle or feel, and is occasionally required to lift and/or move up to 35 pounds. Will require occasional weekend or evening availability.

Christian Life: Employees of Water Street Mission are an important member of a Christian Missionary organization. All staff members are Christian Missionaries and are required from time to time to participate in chapel services and outreach ministries. Because of the nature of these ministries, it is a necessity that you possess and maintain a testimony of lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which is an important part of your job.