

## PURPOSE OF POSITION

To serve the church and the volunteer coordinator by taking the lead in the acquisition of volunteers for Watered Gardens Ministries to provide maximum coverage at all four facilities and in all ministry programs.

## RESPONSIBILITIES

- Recruit for volunteer needs across all Watered Gardens campuses and ministries.
- Create, host, and / or attend events designed to recruit church members as volunteers.
- Network and build relationships with pastors and church leaders in the community.
- Review online volunteer applications and follow up within 24 hours with encouragement to complete a long-form application, if appropriate.
- Review long-form applications and, if indicated, conduct a phone/video interview to evaluate for fit before funneling applicants to the Volunteer Coordinator.
- In conjunction with the Volunteer Coordinator, provide tours as needed for prospective volunteers.
- Develop partnerships with Christian educational institutions for internship opportunities.
- Be acutely aware of all volunteer needs and share with the communications team.
- Attend staff meetings pertinent to volunteer needs.
- Assist in planning and hosting monthly volunteer orientations and quarterly volunteer events.
- Actively promote WG volunteer needs through Christian media outlets including radio, print, television, etc. in collaboration with the communications team.
- Develop and/or improve upon the volunteer acquisition plan and process.

## ORGANIZATIONAL RELATIONSHIPS

- The Volunteer Recruiter reports directly to the Director of Outreach within the Advancement Team.

## JOB REQUIREMENTS

- Strong servant leader that is both motivating & encouraging
- Previous experience working with a non-profit and ministry setting
- Excellent communication skills: public speaking experience / interpersonal
- Proficiency in Microsoft Office operation, G-Mail, Google calendar & drive
- Ability to lead, organize, and facilitate activities, events & individuals
- Persuasive speaking & writing skills; social media experience preferred
- Creative and critical thinker with ability to prioritize and make wise & quick decisions
- Self-motivated, organized and responsive
- Able to multitask and work at a fast pace under pressure
- Able to walk, lift, travel to and from, ascend/descend stairs regularly
- Biblical conduct and Christ like character; above reproach