

Job Title:

Volunteer Coordinator

Job Description:***Purpose of Position:***

- To serve the church and fill all volunteer needs at Watered Gardens Ministries through actively engaging the local Church.

Responsibilities:

- Coordinate with all ministry staff concerning volunteer needs.
- Ensure volunteer job descriptions exist for every position.
- Actively and creatively recruit volunteers from the local Church.
- Process and record all new applications and perform background checks as needed.
- Oversee volunteer orientation including True Charity training and “Coffee with the Executive Director” for all regular volunteers.
- Develop and manage college internship opportunities.
- Organize and lead quarterly volunteer appreciation events.
- Assist with staff development for the purpose of volunteer retainment.
- Schedule and lead volunteer groups to serve at the mission.
- Track and record all volunteer activity.
- Develop annual goals with Director of Advancement.
- Attend weekly management meetings with the Director of Advancement.
- Attend weekly staff meeting.

Organizational Relationships:

- The Volunteer Coordinator reports directly to the Director of Advancement and the Executive Director and works alongside the Outreach Center Director, Forge Director, Project Worth Director, Neighbor Connect Coordinator and Washington Family Hope Center Director.

Job Requirements

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficient with Microsoft Office operation.
- Public speaking skills.
- Ability to lead groups in work projects.
- 40 hours a week. Monday, Tuesday, Thursday, Friday and occasional early evening, early morning, or Sunday morning.
- A servant’s conduct.