



Job Title: Volunteer Coordinator

Date Prepared: May 25, 2022

Reports To: Resources Team

Status: Part-Time, Hourly (average 24 hours per week)

Summary:

The Volunteer Coordinator engages local people, churches and organizations in service to the clients of Hope Ministries.

Qualifications:

1. Ministry:
 - a. Willingness to fully embrace the Hope Ministries Grace Model.
 - b. Personal commitment to living according to the standard of Christlikeness.
 - c. Personal commitment to living in an authentic Christian community outside of Hope.
2. Education:
 - a. Post-secondary degree is preferred.
3. Experience and Abilities:
 - a. Ability to recruit, train, support and steward volunteers.
 - b. Ability to build trusting relationships with Hope residents.
 - c. Ability to work collaboratively as part of a care team including staff and volunteers.
 - d. Proficiency in Microsoft Office.
 - e. Experience and confidence in use of data management systems and social media platforms.
 - f. Strong administrative skills and attention to detail.
 - g. Comfort with and ability to make public presentations.
 - h. Knowledge of local social service resources (preferred, not required).

Duties:

1. Recruit, support and steward volunteers.
 - a. Connect with potential volunteers through church connection, social media, and other community venues.
 - b. Ensure all volunteers are supported in their assigned role at Hope. Support volunteers directly or identify other staff members to support volunteers.
 - c. Manage scheduling and attendance of volunteers who help with providing, preparing and/or serving meals.
 - d. Coordinate individual and group service experiences at Hope.
 - e. Conduct tours of Hope and present Hope's mission in group settings. May occasionally require meeting a group at Hope on Saturday or after 5:00 p.m. on a weekday.
2. Coordinate with Hope Teams to identify opportunities where volunteers can support the work of Hope.
3. Attend Resource Team Meetings
4. Attend Hope Staff Meetings

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5. Attend Community Meetings (average of 3 meetings every month)
6. Assist with Hope events – Including:
 - a. Thanksgiving Day Meal delivery to the local community
 - b. Hope Lunch & Learn (3rd Thursday each month)
 - c. Volunteer Appreciation events
 - d. Other events as needed

To apply for this position, please submit your application/resume to:

Debbie Mullins at dmullins@hopesb.org

Director of Finance and HR