



Job Title: Volunteer Coordinator

Date Prepared: July 8, 2026

Reports To: Resources Team

Status: Full-Time, Hourly (average 32 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 and Canva.
 - e. Experience and confidence in use of data management systems and social media platforms.
 - f. Strong communication, 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. Oversee the donation center and serve as communication point for donors and staff.
4. Create posts, respond to inquiries, and monitor Hope's Facebook and Instagram platforms.

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5. Support other members of the Resource Team with development and stewardship activities as required
6. Attend Resource Team Meetings.
7. Attend Hope Staff Meetings
8. Attend Community Meetings and weekly prayer times (average of 4 meetings each every month)
9. Assist with Hope events – Including:
 - a. Flyers, Presentations, and Sign-ups
 - b. Camp
 - c. Thanksgiving Day Meal delivery to the local community
 - d. Volunteer Appreciation events
 - e. Transition Café
 - f. Christmas Décor, Resident Gifts, and Toy Store
 - g. Other events as needed

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

Debbie Mullins at dmullins@hopesb.org

Director of Finance and HR