

Volunteer Recruitment Coordinator- Hope Unexpected

Position: Volunteer Recruitment Coordinator, Byron Center

Reports to: Program Director

Classification: Part-time; 20 hours/week Monday thru Wednesday; Additional 5 hours as approved by the Program Director; 2 weeks off at Christmas and no hours/lower hours in the summer depending on workload and approval from Program Director.

Pay Range: \$20/hour

Job Description and Expectation:

This person's primary responsibility is recruiting and coordinating volunteers to serve the ministry of Hope Unexpected. The Volunteer Coordinator will be responsible for all aspects of managing volunteers including recruitment, training, check-ins, scheduling, recognition, and exit interviews. This person will also organize and oversee the Volunteer Appreciation Event as well as assist with material donations from Volunteers. This person will work alongside the Development Director and attend all meetings with the Development Team.

The ideal candidate will have a passion for ministry with young mothers and their children. This person will also love Jesus Christ and His Church.

Duties and Responsibilities

- Excellent verbal and written communication skills
- Ability to speak in trainings
- Competency in using office equipment
- Good working knowledge of spreadsheets, word processing, basic bookkeeping
- Willingness and aptitude to learn new computer programs
- Printing and preparing materials
- Data entry and maintaining electronic and paper records
- Strong organizational skills
- Perform other duties as needed

- Required to attend annual banquet and other fundraising events as needed. Dates will be given no less than 30 days in advance.

Job Requirements

Revision date: 2-14-24

- An associate's degree or higher is a plus
- Experience with development and public speaking a plus
- Candidate is creative and able to problem solve independently
- Candidate must have personal transportation to use as needed for job tasks
- Maintaining strict confidentiality concerning all participants of Hope Unexpected
- Flexible schedule and availability to work Monday evenings for Monday Meets 3p-9p.
- Required to attend annual banquet and other fundraising events as needed