

JOB DESCRIPTION: VOLUNTEER COORDINATOR

Department:	Strategic Partnerships and Engagement
Reports To:	Campus Engagement Director
Recruited By:	Campus Engagement Director
Approved By:	Vice President of Strategic Partnerships
Organizational Unit:	Headquarters
Status:	Part-Time
Classification:	Non-Exempt

JOB SUMMARY

The Volunteer Coordinator provides comprehensive volunteer opportunities for churches, businesses, and community partners in support of the organization's vision, mission, values, strategic plan, goals and development philosophy. Through relationships and presentation, the volunteer coordinator utilizes their skills to secure partnerships with churches, community groups, and businesses. In collaboration with the Executive Director of Child Hunger and Engagement and the Regional Director, the coordinator helps create easy and meaningful opportunities for volunteers to engage with One More Child to accomplish the agency mission. The Volunteer Coordinator trains, equips, and works side by side with volunteers on a daily basis. This job does require weekends.

ESSENTIAL DUTIES AND FUNCTIONS

- Work with the Church Engagement and Engagement team to frequently research and evaluate community partners, churches, and civic group's demographics and culture in order to systematically determine the best prospects for cultivation and solicitation.
- Work with the Engagement team to set annual goals in order to measure success in all areas.
- Participate in the effective cultivation and solicitation of specifically segmented churches, community groups, and businesses.
- Develop, promote, and maintain a wide range of volunteer opportunities within the organization
- Collaborate with the Regional Director to organize and provide orientation and trainings for volunteers and assist in scheduling volunteer activities.
- Maintain a schedule for individual volunteers and volunteer groups and provide adequate follow up to ensure the volunteers know what to expect and when to arrive at their shift.
- Maintain consistent and accurate records of all communication and activity with churches, community groups, and businesses in Raisers Edge.
- Actively participate in speaking engagements in churches, community groups, and businesses.
- Recruit churches, community groups, and businesses for tours, volunteer opportunities, and OMC-Global mission trips.
- Create and build upon opportunities for volunteers to engage in that will provide them with a meaningful experience.
- Develop and institute recognition and reward activities that lead to volunteer retention and satisfaction.
- Perform all other duties assigned by the Director.

MINIMUM QUALIFICATIONS

- Bachelor's degree preferred
- Experience in public speaking, project management, development and PR, budget management, and strategic planning desired

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to work with personnel in all phases of program ministry, church engagement, communications and financial development process.
- Ability to develop and execute strategic plans for churches, community groups, and businesses to engage in partnership with FBCH/OMC.
- Ability to delegate and share responsibilities with other personnel as the situation requires.
- Ability to take overall responsibility for the development and administration of a creative and comprehensive church engagement plan.
- Ability to see the big picture and to bring those concepts to the engagement process and communicate it clearly to our constituents.
- Ability to establish positive relationships with children, youth and adults.
- Sensibility to the cultural differences that exist among the organization's service population and staff.
- Knowledge or willingness to learn the Raiser's Edge data base program and utilizing it to maximize the engagement program at FBCH/OMC.
- Willingness to work with Vice President of Church Engagement and Strategic Operations in effecting long range planning for the overall program.
- Ability to communicate effectively in written and verbal formats.
- Willingness to speak and represent FBCH/OMC at churches on weekends.
- Have the necessary expertise to lead our staff and ministry in how our story can best be communicated to our churches, community groups, and businesses.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 30 pounds; boxes, documents, and or computer equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment. The position requires flexibility in scheduling and travel throughout the region.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____