



## **Job Description**

**Job Title:** Volunteer Program Coordinator  
**Department:** Development  
**Reports To:** Director of Development  
**FLSA Status:** Full-time, Non-Exempt  
**Revised:** 07-2021

### **General Description:**

The Volunteer Program Coordinator works directly with the Director of Development and Mission staff. He/she represents Long Beach Rescue Mission in the community and seeks service opportunities at the Mission. He/she assists the Chaplain in planning and executing community events and service projects as needed. The Volunteer Program Coordinator will also assist the administrative and development offices as needed to carry out day-to-day tasks and projects.

### **Essential Functions:**

- Interfaces with Mission staff to develop, schedule and advertise opportunities for community members to volunteer in Mission ministries
- Corresponds with community members by phone, email, letters, etc., on behalf of the Mission
- Participates in Development meetings to assist with volunteers during special events.
- Acts as primary contact for volunteer activities with local churches, businesses, individuals and other groups to the benefit of the Mission
- Supervises the Volunteer Department including volunteer recruitment, application process, interviews, orientations, training, evaluation, and follow-up
- Identifies, trains and develops lead volunteers over specific event and project duties
- Represents the Mission in community and church service-focused groups and forums through public speaking and at events
- Willing to work flexible hours according to calendar events.
- Plans and oversees outreach and community activities under direction of the Development Director.
- Compiles statistics on total volunteer numbers, hours, and tasks performed at the Mission. Maintains up to date Volgistics - volunteer software
- Performs other duties that may be considered appropriate by immediate supervisor

### **Knowledge, Skills, and Abilities Required:**

- Strong written and verbal communications skills required
- Must have a strong desire to work with people of all ages and backgrounds
- Must be detailed, deadline oriented and comfortable managing multiple projects within tight schedules
- Must be self-motivated, a self-starter, and team oriented
- Proficient with MS Office (including Word, Excel, and Outlook)

- Supervisory skills and experience, ability to accomplish work through the efforts of others
- Previous administrative works and non-profit/church volunteer experience preferred.
- Experience in project management preferred

**Personal Attributes and Values:**

- Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him
- Be a consistent witness for Jesus Christ
- Exhibits spiritual maturity as defined by evangelical biblical standards
- Have a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation in a multi-ethnic urban ministry setting
- Demonstrates a courteous and Christ-like manner with internal and external partners
- Possesses and demonstrates excellent integrity

In any position with the Long Beach Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee; such is the case with this position. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Long Beach Rescue Mission services.

**Education and/or Certification:** Bachelor's degree preferred; related transferable education and increasing experience and responsibility required.

**Supervisory Responsibilities and Relationships:** Oversees and evaluates volunteer staff. Manages team leaders as well as manages groups of volunteers and activities.

**Requirement:** Long Beach Rescue Mission is a 501(c)(3) nonprofit, evangelical Christian Ministry; as such employees must share the Mission's Statement of Faith and Lifestyle, and adhere to the Mission's employee policy manual and guidelines set forth by the CEO.

My signature below acknowledges that I have read and understand the job description listed above:

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

Print Name:\_\_\_\_\_