



Job Title: Volunteer Coordinator

Team: Admin

Classification: Part-Time, Exempt

Reports To: Development Director

Effective Date: August 2023

Position Summary

We are seeking a passionate and organized Part-Time Volunteer Coordinator to join our team. The Volunteer Coordinator will play a crucial role in recruiting, aligning, and galvanizing volunteers for our community-based and site-based mentoring initiatives. This position is instrumental in ensuring the success of our programs, as volunteers serve as essential mentors and role models for the children and youth we serve.

Position Qualifications

- A genuine passion for Christian mentoring and empowering young individuals.
- Strong organizational and communication skills.
- Previous experience in volunteer coordination or related roles is preferred.
- Ability to work effectively with diverse groups of volunteers, children, and families.
- Proficient in using basic computer software and database management.
- Demonstrated ability to work independently and as part of a team.
- Commitment to maintaining confidentiality and upholding ethical standards.

Position Responsibilities

1. Volunteer Recruitment:
 - Develop and execute a comprehensive volunteer recruitment strategy that aligns with the organization's needs and values.
 - Actively seek out potential volunteers through community outreach, church partnerships, online platforms, and networking events.
 - Educates volunteers on mission, vision, & values as they take steps to go into the our volunteer pipeline
2. Volunteer Engagement:
 - Foster a sense of community and belonging among volunteers with the ministry team.
 - Encourage volunteers to share their experiences and insights to continuously improve the mentoring and after-school programs.
 - Address volunteers' questions, concerns, and feedback in a timely and respectful manner.
3. Data Management:
 - Maintain accurate records of volunteer information, activities, hours served, and evaluations.
 - Generate reports on volunteer recruitment, engagement, and impact for organizational assessment and reporting purposes.

Ezekiel Ministries has reviewed this document to ensure that essential functions and basic duties are included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed necessary. Ezekiel Ministries reserves the right to change this Job Description and/or assign tasks for the employee to perform, as Ezekiel Ministries may deem appropriate.

With my signature below, I agree that I have read this document and understand its contents.

Print Employee Name _____

Signature and Date _____

This document does not represent an express or implied contract of employment
nor does it alter an employee's At-Will status.

Supervisor's Signature _____

Place Signed Copy in Employee's Personnel File