

## **JOB POSTING**

### **Part-time Volunteer Coordinator**

August 8, 2014

MINISTRY <sup>WITH</sup> 

COMMUNITY  
*Rebuilding lives*

**Volunteer Coordinator:** This position is responsible for developing, implementing, and supervising all volunteer activities within Ministry with Community, Inc. ("MwC"), a daytime shelter and resource center serving people who struggle with poverty, homelessness and mental illness. This includes providing effective recruitment, training, development, and recognition of volunteers. Additionally the Volunteer Coordinator plays a critical role in facilitating communication and cooperation between staff, volunteers, members (those we serve) and the community.

**Hours:** 20-30 hours/week. Occasional weekends and evenings.

#### **Requirements:**

1. Bachelor's degree preferred, or equivalent experience in volunteer coordination
2. Enthusiastic leader who has the ability to, and enjoys working with, a diverse population
3. Ability to articulate the services and needs of MwC in writing and through public speaking
4. Ability to work between 11am and 3pm on December 25<sup>th</sup> to coordinate Christmas Day activities
5. Understanding and compassion toward people experiencing homelessness, poverty, substance abuse, and mental illness

**Core Competencies:** Must demonstrate competence in the following areas: Approachability; Compassion; Directing Others; Interpersonal Savvy; Planning; Time Management; Computer Competency (Microsoft Office, database experience).

#### **Responsibilities:**

1. Volunteer recruitment, scheduling, training, tracking and recognition:
  - Reaches out to and answers questions from potential volunteers; conducts volunteer orientation on a regular basis; matches potential volunteers with the proper volunteer opportunity; trains or arranges training for volunteers; tracks volunteers and hours; coordinates volunteer recognition efforts; develops and maintains relationships with volunteers
2. Community outreach:
  - Represent Ministry with Community at community events and recruitment opportunities; engage community groups
3. Social media:
  - Regularly update Facebook, Twitter, and assist with the website content; maintain and build relationships with supporters through these platforms

**Compensation:** \$12.50 - \$13.50 commensurate with qualifications

This position has some special requirements including mandatory drug screening.

**To apply:** Please submit written letter of interest and resumé to Gretta Terrentine, Development Director, 440 N. Church Street, Kalamazoo, MI 49007 or email: [development@ministrywithcommunity.org](mailto:development@ministrywithcommunity.org). **Deadline:** August 22, 2014