

JOB POSTING

Full-Time Volunteer Coordinator

September 25, 2013

MINISTRY ^{WITH}

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: Typically weekdays 8:30 a.m. – 5 p.m. Occasional weekends and evenings.

Requirements:

1. Bachelor's degree in human service field or equivalent experience in volunteer coordination or human service field
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 25th 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; and Time Management.

Responsibilities:

1. Volunteer recruitment, scheduling, training and tracking:
 - a. Reaches out to and answers questions from potential volunteers; runs volunteer orientation on a regular basis; matches potential volunteers with the proper volunteer opportunity; trains or arranges training for volunteers; tracks volunteers and hours
 - b. Encourages volunteers to plan activities for members in the building; schedules and helps advertise activities; helps volunteers get setup and execute activities in the building
2. Community outreach and speaking:
 - a. Represent *Ministry with Community* at community events and speaking opportunities
3. Social media:
 - a. Update Facebook, Twitter, and help with the website when necessary; maintain and build relationships with *Ministry with Community* supporters through these platforms

Salary & Benefits: \$27-29,000 per annum commensurate with qualifications plus benefits

This position has some special requirements including mandatory drug screening.

To apply: Please submit written letter of interest and resumé to 440 N. Church Street, Kalamazoo, MI 49007 or email office@ministrywithcommunity.org. **Deadline:** October 4, 2013