

***MISSION STATEMENT:** Holland Rescue Mission exists to glorify God by proclaiming and demonstrating His love through Christ-centered programs of excellence for the homeless and less fortunate.*

HOLLAND RESCUE MISSION Job Description

POSITION: Volunteer/Events Coordinator

DEPARTMENT: Development

RESPONSIBLE TO: Executive Administrative Coordinator

LEVEL: 4

SUMMARY: To assist in fulfilling the purpose/mission of HRM by recruiting and managing all aspects of the Volunteer program, as well as coordinating events that are primarily run by use of the volunteers of the Holland Rescue Mission.

RESPONSIBILITIES:

1. Volunteer Recruitment
 - Accept phone and personal inquiries relating to volunteer opportunities.
 - Promote community interest in volunteer services.
 - Provide and/or coordinate tours for groups and individuals desiring to learn about the ministry.
 - Plan and coordinate a continuous program of volunteer recruitment.
 - Interview prospective volunteers
2. Volunteer Training
 - Develop and manage the volunteer orientation and training process including volunteer handbook and placement of volunteers
3. Volunteer Maintenance
 - Schedule volunteers to all aspects of HRM's ministry based upon their gifts and the current needs of HRM.
 - Provide ongoing contact with assigned volunteers.
 - Keep alert to deaths and illnesses of volunteers and send cards as appropriate.
 - Establish the criteria for evaluating the volunteer program.
 - Coordinate with department leaders to develop a job description for each volunteer position.
4. Volunteer Events
 - Plan, organize and direct on an annual basis the following events:
 - Volunteer recognition event (i.e. volunteer banquet)
 - Great Thanksgiving Banquet
 - Other donor related events as assigned
5. Participate in classes, workshops, seminars and conferences that would improve the volunteer program and the skills of the Volunteer Coordinator.

6. Have an overall working knowledge of the philosophy, policy, program and development of the Holland Rescue Mission in order to promote the ministry and help accomplish organizational goals.
7. Provide newsworthy information regarding the volunteer program to the Development Associate for use in Mission publications.
8. Maintain rosters and records relating to all volunteers and volunteer activities.
9. Welcome, supervise and nurture the investment of volunteers at the Holland Rescue Mission.
10. Work to protect the reputation of the ministry in all events.
11. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
12. Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Holland Rescue Mission Statement of Faith, Principles of Influence/Qualifications for Employment, Vision Statement, Mission Statement and Core Values.
13. Perform other duties as assigned.

QUALIFICATIONS:

Personal:

- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13, Eph. 4:20-32, Phil 1:7-11, 3:7-10).
- Actively seek the unity of believers.
- Be a mature Christian and a member in good standing of an evangelical church

Education and Experience:

- High school diploma, some college preferred.
- Experience working with volunteers in a church or school setting, preferred?
- Experience in Rescue Mission work preferred.
- Knowledge of what God is doing through the ministry of Rescue Missions.
- Willingness to attend skill and job enrichment seminars.

Skills and Abilities:

- Demonstrated ability to organize, communicate & motivate effectively.
- Demonstrated computer skills (Word, Excel, Outlook required; data base preferred)
- Demonstrated ability to multi-task with people and projects.
- Ability to learn new software programs.
- Demonstrated ability to communicate with and interact appropriately with executive level individuals in the community.

Physical:

- Sitting or standing for long periods of time to perform job functions
- Manipulate, handle, feel and control items or equipment

- Communicate effectively with clients and coworkers
- Be able to read, write and interpret written documents
- Occasionally lift and move objects weighing up to 35 pounds

2 Timothy 3:16 - 17 *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)*

Employee Signature: _____

Date: _____