



JESUS CENTER

1297 Park Avenue, Chico, CA 95928

Position Description Volunteer Coordinator

Reports to: Assistant Director

Purpose:

The Volunteer Coordinator will oversee the volunteer program. The Volunteer program is an externally and internally facing, highly relational program. The use of volunteers throughout the Jesus Center program enables the Center to focus on building relationships with our participants, strengthen ties to our community, and steward our staff resources well. The Volunteer Coordinator also works with staff to increase capacity by building new volunteer opportunities, supervising and recognizing volunteers.

Duties and Responsibilities:

Recruit volunteers

- Interact and/or present information about the Jesus Center to groups and individuals.
- Facilitate volunteer involvement through online resources like Facebook, the Jesus Center website, the Jesus Center volunteer software, and the Center email database.
- Interact with organizations such as CSUC to facilitate volunteer interns.

Screen and place new volunteers

- Direct the recruitment, interviewing, selection, and placement of volunteers to meet the organization's needs.
- Recruit and manage all group volunteer inquiries and placement working with staff.

Jesus Center staff collaboration

- Design jobs in each area working with staff.
- Maintain an adequate volunteer placement and coverage in staff areas as needed.
- Interact with staff heads to assure volunteers are meeting scheduled commitments.
- Maintain good working relationship with Jesus Center employees.
- Provide training for staff on volunteer management

Volunteer orientations and trainings

- Develop and supervise volunteer orientation, training, and evaluation to ensure consistent high quality service to the organization.

Systems

- Maintain all systems for recruitment, tracking, placement, and recognition of volunteers (applications, job descriptions, data bases, etc).
- Set up regular electronic communications with all volunteers.

Recognition for volunteers

- Direct the development of appropriate recognition, retention, and motivation programs for volunteers.
- Schedule special event(s) to recognize volunteers at least annually.

Basic schedule is 10 hours a week.

Qualifications:

- Personable with good communication skills by telephone, emails, letters and personal interaction.
- Ability to generate information about and enthusiasm for volunteer responsibilities in the various staff areas
- The ability to relate to persons of all ages and of diverse backgrounds, skills, and abilities.
- Familiarity with all volunteer tasks in staff areas.
- Problem solving attitude | proactive
- Independent worker
- Self-starter with ability to prioritize(manage time)
- Commitment to uphold the values and mission of the Center
- Have a relationship with Jesus Christ

- Proficient in Word, Excel and other computer programs. Ability to learn new volunteer software.
- Flexible team player including respect for others
- Previous customer service work a plus
- Strong verbal and non-verbal communication skills
- Organizational skills