



Position Title: Volunteer Coordinator

Reports to: Director of Development

FLSA Status: Nonexempt, Hourly

Job Type: Part-Time

Compensation: \$18.00 - \$20.00/hr. commensurate with experience

Work Week: 25-27.5 hrs./wk.

Job Summary

Reporting to the Director of Development, the Volunteer Coordinator is responsible for planning, managing, implementing, and evaluating volunteer opportunities that engages our corporate and community partners and supports the organization. Through the engagement of the Mission's corporate and community partners, the Volunteer Coordinator supports the overall function and success of the annual development fund.

This role will also provide support with other administrative duties as it relates to the Development Department.

Responsibilities

Essential Functions:

- Create a volunteer program that allows the organization to engage with corporate and community partners while providing opportunities for them to experience deeper connections to our mission and vision through volunteerism.
- Recruit volunteers by attending and speaking at church services, small groups, businesses, schools, etc. Share about opportunities for people in our community to partner with the Erie City Mission.
- Develop an orientation plan that introduces potential volunteers to the Erie City Mission and the opportunities for volunteering. Assess potential volunteers' availability and interest.
- Conduct interviews with potential volunteers. Conduct spiritual assessments, run background checks, call references, create a schedule and notify staff of new volunteer placement(s).
- Schedule volunteers for orientations, trainings, events, service days, and on-going high impact positions.
- Work with various departments to schedule volunteers, determine needs, create volunteer job descriptions, and resolve issues that arise with volunteers and staff/guests.
- Fill ongoing and one-time volunteer positions in all departments as needed.
- Plan and oversee community events, fundraisers, and service projects. I.E.: holiday meals, holiday outreach events, etc. Schedule volunteers for positions needed at events, fundraisers, and service projects, and train and lead volunteers in performing their duties.
- Equip volunteers to understand and work within the mission and vision of the Erie City Mission.

- Conduct ongoing communication with current volunteers through the quarterly newsletter, emails, and phone calls to maintain relationships, create retention, and equip volunteers.
- Develop a working volunteer database using Mission Tracker. Maintain current/updated volunteer information and current volunteer hours. Implement effective procedures for current volunteers to record hours. Provide accurate volunteer data for the organization.
- Manage the website's volunteer page; ensure all information and content is engaging, accurate, and current.
- Work closely with education institutions, probation, and community-based programs to aid individuals and groups that need volunteer community service hours.
- Maintain ongoing recruitment strategies to engage the community in serving the hungry and hurting in Erie.
- Manage and facilitate all community drives for in-kind goods, coordinating with the involved groups to assure that they have the collateral materials they need.
- Represent the Erie City Mission during speaking engagements in the community and by leading campus tours.
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Non-Essential Functions:

Marginal duties as assigned.

Education & Experience

Bachelor's degree required; 2-4 years of relevant experience in the non-profit sector preferred.

Skills & Abilities

The Erie City Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of the Erie City Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- Knowledge of the Mission Tracker database or similar program preferred.
- Strong computer skills, including proficiency with Microsoft Office; Word, Excel, PowerPoint.
- Strong administrative skills, and detail oriented; demonstrating accuracy working with data entry and analysis.
- Excellent interpersonal, organizational, and problem-solving skills.
- Highly creative strategic thinker with a heart for volunteer ministry service.
- Possess strong verbal and written communication skills.
- Capable of exercising sound judgment and comfortable in asking questions, when necessary, in order to maintain the integrity of the department.
- Ability to prioritize work and multitask while adhering to deadlines.
- Ability to take responsibility, to work well as a team member, and to work independently without supervision within the scope of normal duties and responsibilities.

- Adaptable and flexible to situations and priorities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily sedentary, sitting for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 25 pounds and occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with computer screen for long periods of time is required.

Other

Works primarily out of the main campus in administrative offices, but non-essential functions require travel off-campus (events, meetings, etc.). May be required to adjust schedule during holidays and event season and work evenings and weekends.

Benefits

Part-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Paid sick and personal days (prorated)
- Paid holidays (prorated)

Other part-time employee benefits include:

- Paid vacation days (prorated)
- 30-minute paid lunch
- Free on-campus lunch

To Apply: Interested applicants should submit a cover letter, resume and, references to erin.layden@eriecitymission.org