

Job Description: Volunteer Coordinator

Job Title: Volunteer Coordinator – Full Time

General description: Under the general supervision of the Executive Director and coordination with the Director of Pregnancy Centers and Program Director of Necole’s Place, the Volunteer Coordinator is responsible for overseeing deployment of the volunteers and volunteer activities at BsideU for Life. This includes recruiting new volunteers, scheduling, training, encouraging, and managing all volunteers, subject to delegation of on-site, day-to-day management to the site directors or appropriate staff.

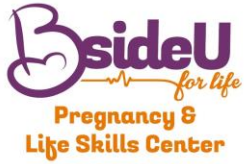
Reports To: Pregnancy Center Director/Program Director Team

Qualifications:

1. Expresses full agreement with BsideU’s statement of Faith and Mission Statement.
2. Complies with the policies and procedures of BsideU.
3. Is dependable, stable, and capable of following through on commitments.
4. Excellent written and oral communication skills with comfort in both individual and group training situations.
5. Is compassionate towards and has a sincere desire to reach out to abortion-vulnerable or abortion minded women or any woman seeking the services provided at BsideU.
6. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
7. Respects confidentiality.
8. Exhibits grace under pressure and feels comfortable interacting across multiple age groups—from young adults to retirees, who are interested in the ministry.

Responsibilities:

1. Develop volunteer program, including materials and training, and also goals and objectives for effective volunteers, regardless of position or service location.
2. Review applications of and interview potential volunteers, and assess where gifts of volunteers match needs in the ministry.
3. Actively recruit volunteers by visiting women’s groups, churches, Sunday school classes etc. and promote awareness of our volunteer needs.
4. Develop and continuously update tools for training.
5. Oversee training of new volunteers and assess needs of volunteers in all areas of the ministry.
6. Schedule volunteers, in coordination with service area staff.
7. Develop and maintain means of communication with volunteers (volunteer management apps, e-newsletter, phone, webinars).
8. Maintain accurate volunteer records, including hours of service, and report same to bookkeeper and Executive Director as requested.
9. Inform volunteers of any policy or procedure changes.
10. Develop volunteer appreciation program (to motivate, reward, and encourage volunteers).
11. Attend staff meetings and staff retreats.
12. Report any concerns or needs to ministry leadership in a timely manner.



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The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.

Signature

____/____/____
Date