



JOB TITLE: Volunteer Coordinator
REPORTS TO: Human Resources Manager
STATUS: Non-Exempt

POSITION SUMMARY:

Under the direction and supervision of the HR Manager, the incumbent is responsible for the recruitment, selection, training, orientation and recognition of the Mission's volunteers and meeting the goals and objectives determined by the HR Manager.

ESSENTIAL FUNCTIONS:

- Assist in defining volunteer needs, recruit, interview, screen, and refer applicants to appropriate areas for service
- Maintain and manage the volunteer database
- Orient volunteers prior to assignment in area of service
- Report on MRM volunteer activities at the request of the HR Manager
- Build relationships with staff and volunteers
 - Staff - determine their needs and fulfill them
 - Volunteers - work to meet their needs (time available, skill utilization, and gifting - when possible and appropriate)
- Maintain volunteer records and applications in coordination with department staff
- Plan, manage, and implement volunteer recognition events and activities
- Maintain professional knowledge and skills by attending relevant training; Network with others in the field, both locally and nationally, to share ideas, support and develop best practices
- Perform other duties as assigned or become necessary by supervisor

SKILLS/QUALIFICATIONS:

- Proficient in Microsoft Office, database management and internet utilization
- Strong oral and written communication skills
- Ability to organize, prioritize and complete projects in a timely manner
- Ability to work independently.
- Trustworthy with confidential material and information
- Professional manner and appearance
- Valid Montana Driver's License and ability to travel and be insured by MRM insurance carrier
- A solid and credible Christian witness and lifestyle that exemplifies Christ in character and actions

PHYSICAL FACTORS/WORKING CONDITIONS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Work will predominately require individual to work in a typical office environment.

May *occasionally* need to work outdoors and after hours.

Position may require *occasional* travel.

Sit, talk, hear, see and create - *Frequently*

Fingering skills – use computer on a *frequent* basis

Lift and/or move up to 40 pounds - *Occasionally*

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities

EDUCATION/EXPERIENCE:

4 year degree in Communications or related field preferred. A minimum of 2 years related experience required.

Requirement:

Montana Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel by being an exemplary provider of effective and efficient solutions for those we serve, from a distinctly Christian perspective. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the spiritual activities of Montana Rescue Mission including leading/participating in prayer, devotions, bible studies, etc.;
- Subscribe to Montana Rescue Mission Statement of Faith, Core Values, and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Montana Rescue Mission Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive.

Signature

Printed Name

Date