



JOB TITLE: Volunteer Coordinator
REPORTS TO: Development Director, Billings Leadership Foundation
STATUS: Non-Exempt

POSITION SUMMARY:

Under the direction of the development director, the incumbent is responsible for the recruitment, selection, training, orientation, and management of volunteers for the Billings Leadership Foundation legacy non-profit agencies: Montana Rescue Mission and Friendship House of Christian Service. Additionally, he/she will be responsible for duties that are tangentially related to the management of volunteers such as creating and maintaining promotional material, promoting the agencies through presentations, and training staff to work with volunteers.

ESSENTIAL FUNCTIONS:

- Under the direction of the executive director and development director, assist in defining the agencies' volunteer needs, recruit, interview, screen, and refer applicants to appropriate areas for service.
- Manage volunteer groups.
- Partner with other organizations to recruit volunteers.
- Ensure a positive volunteer experience.
 - This includes training of staff, conflict coaching or mediation between staff and volunteers, and frequently soliciting feedback from volunteers about their position and experience.
 - Introduce volunteers to area of assignment and applicable staff.
- Maintain and manage a volunteer and project database.
- Maintain an accurate schedule of volunteer activities.
- Follow up with volunteers prior to scheduled events.
- Train staff to effectively work with volunteers.
- Drive volunteers to and from sites when necessary.
- Report on the non-profit agencies' volunteer activities at the request of the development director.
- Create and/or maintain any recruitment and promotional materials used by the volunteer department.
- Work on an as needed basis within the development department.
- 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, ability to travel and be insured by the organization's insurance carrier.
- A solid and credible Christian witness and lifestyle that exemplifies Christ in character and actions.

To engage, equip, and empower leaders and their organizations to effectively execute their mission to improve our city for the glory of God.