

**TITLE:** Volunteer Coordinator

**POSITION:** Non-Exempt Part Time

**SCHEDULE:** Monday, Wednesday and Friday from 8:30 AM until 4:30 PM, with flexibility to give occasional presentations outside of regular business hours.

**PURPOSE:** Achieve strategic goals of volunteer recruitment/retention plan to advance Mosaic PHC's mission.

**ORGANIZATIONAL RELATIONSHIP:** Reports to the President/CEO, works closely with Director of Development and Directors of Client Services.

**FUNCTIONS AND DUTIES OF THE JOB:**

1. **Volunteer Recruitment/Training**
* In conjunction with President/CEO, develop and execute Mosaic PHC volunteer recruitment plan
* Identify and seek opportunities within supporting churches and other Christian volunteer pools to advertise Mosaic PHC volunteer opportunities
* Present Mosaic PHC’s volunteer opportunities with local church groups, women’s groups, etc.
* In conjunction with Director of Communications, develop volunteer recruitment materials
* Follow up with volunteer inquiries (phone, email, website) on a weekly ongoing basis
* In conjunction with President/CEO, plan and execute two semi-annual volunteer trainings
* Distribute information about upcoming trainings to prospective volunteers
1. **Volunteer Retention/Management**
* Create and distribute a monthly volunteer e-newsletter, including volunteer highlights, recognition of birthdays and special anniversaries, and ministry updates
* Maintain weekly volunteer schedule and coordinate with Directors to ensure coverage for volunteers’ time off/substitutions
* Incorporate faith with volunteer service by sharing client testimonies and relevant devotions
* Record and track volunteer service hours
* In conjunction with Center Directors, ensure that annual evaluations of volunteers are completed
1. **Other Duties**
* In conjunction with Director of Development, plan and execute annual volunteer appreciation event (Christmas party)
* Assist with daily duties of Mosaic PHC – answer phones, schedule appointments, etc.
* Performs other needed and related duties as assigned
* Provides monthly reports to CEO

**KNOWLEDGE/SKILLS/ABILITIES:**

*Education* Bachelors degree in communications, social services or related field required

*Experience* Minimum of two years’ relevant experience

* Be a committed Christian and have a strong commitment to the mission of Mosaic Pregnancy & Health Centers and be in full agreement with Statements of Faith, Principles and Core Values
* Must be a self-starter, detail oriented, highly organized with strong time management/multi-tasking skills
* Outstanding written, oral and relational communication skills for public presentations and individual, personal contacts
* Proficient in Windows, Microsoft and Apple products
* Must complete Mosaic PHC volunteer training seminar at first availability

**ENVIRONMENTAL DEMANDS:**

Work Environment: Professional office setting and a presence in the community

Transportation: This employee will provide their own vehicle for transportation to meet with church groups

Physical Demands: Requires ability to access various community locations, some light lifting, and occasional carrying of objects up to 40 lbs.