VOLUNTEER COORDINATOR

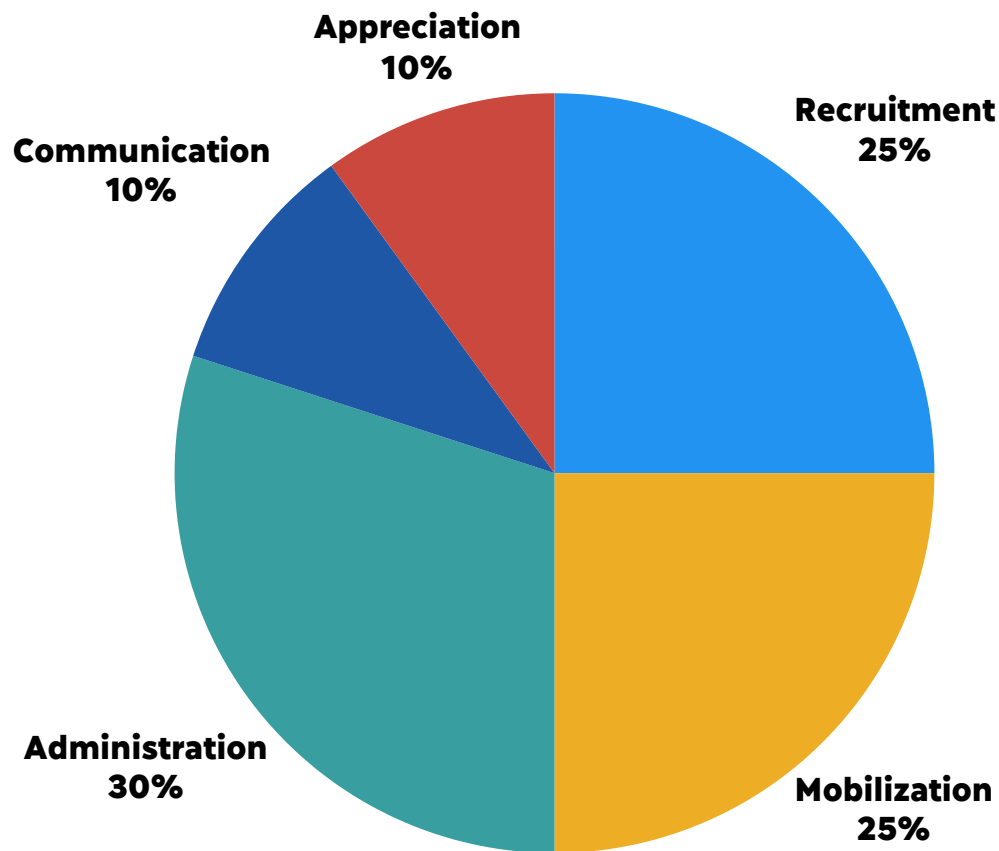**Volunteer Recruitment**   **Volunteer Administration**   **Volunteer Appreciation**

Volunteer Mobilization   **Volunteer Communication**

Volunteer Coordination

- Volunteer Recruitment
  - Ensure Love INC is represented: on all recruitment website, on our social media, local ministry fairs, and Love INC Sundays.
  - Develop new channels for volunteer recruitment such as college students needing community service hours, social work students needing hours, or ministry degree programs that require Christian service.
  - Collaborate with Love INC team to champion our volunteer needs in the community
- Volunteer Mobilization
  - Oversee and execute the onboarding and training of new volunteers in collaboration with
- Volunteer Administration
  - Manage all volunteer records, maintain volunteer resources, answer all inquiries, process all applications, facilitate all onboarding/training admin, ensure all metrics are tracked, and facilitate a feedback mechanism that allows volunteers to help improve the volunteer experience.
  - Administrative duties include:
    - Manage: volunteer handbook, volunteer records, volunteer teams, volunteer supplies
    - Conduct: background checks, personal reference verifications, exit interviews, surveys
    - Process: volunteer inquiries and applications, LINC-Up forms
    - Track: volunteer hours, recruitment stats
- Volunteer Communications
  - Execute monthly volunteer newsletter, ensure volunteer needs are being posted to social media, and keep volunteer website updated
- Volunteer Appreciation
  - Oversee our process of honoring a volunteer of the month
  - Facilitate quarterly volunteer appreciation events/programs
    - Past ideas include: potluck lunches, Love INC coffee mugs, shaved iced truck, Christmas party, etc...

Estimated Breakdown of Responsibilities

Appreciation
10%

Communication
10%

Recruitment
25%

Administration
30%

Mobilization
25%

Understanding the Role:

The Love INC Volunteer Coordinator is primarily responsible for ensuring our ministry program has sufficient volunteers to operate all of our programs. Currently we have an average of 80 unduplicated volunteers serving throughout our ministry every month, and we see ~175 unduplicated volunteers each year. Over the past 2 years we have onboarded an average of 10 new volunteers every month. Beyond recruiting volunteers, our Volunteer Coordinator is responsible for collaborating with volunteers to determine their best placement in our organization, onboarding and training them for their role, overseeing all the administrative components of tracking volunteer hours, communicating and encouraging our volunteer base, and partnering with our different programs to anticipate future volunteer needs.

We are looking for someone who can be the "face" of Love INC to all our volunteers, who can inspire our community to volunteer with our organization, who can administrate our volunteer processes in efficient and organized ways, and who can ensure that volunteering with Love INC is a rewarding and enjoyable experience for all our volunteers.