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Job/Position Description

JOB/POSITION TITLE: Volunteer Coordinator

Date: February 19, 2018
Reports To: Executive Director
Resume submission: del@mustardseedinc.org through March 16, 2018
Status: Full time position. Must be available some evenings and weekends.

SUMMARY:

The Volunteer Coordinator is responsible for nurturing and developing volunteer relationships. The Volunteer Coordinator is responsible for working with volunteers in various capacities to make them feel welcomed and assist in finding their purpose on The Mustard Seed Campus.

The Volunteer Coordinator reports directly to and works closely with the Director of Community Relations as well as working closely with the Program Director. The Volunteer Coordinator processes volunteer applications and places volunteers with either the Facilities Director or the Program Director. After a volunteer's visit or in-kind contribution is received at The Mustard Seed, the Volunteer Coordinator will be responsible for thanking the person or group. These Thank You's may be hand written notes or postcards, large banners signed by Seedsters, fun posters created with Seedsters or even a token of ceramics from the Gift Shop.

JOB RESPONSIBILITIES:

- Communicate with potential volunteers. Receive applications, process background checks, determine volunteers' interests and suitability, determine volunteers' placement and timing for time on or off campus, give tours and orient volunteers into duties, communicate with staff to guide and place volunteer, properly thank all individual and group volunteers.
- Coordinate with Director of Community Relations in determining who will staff any off-campus Volunteer Fairs.
- Coordinate with Program Director, Facilities Director, and Gift Shop Manager to design appropriate programs and supervise volunteers for the duration of their time at The Mustard Seed.

- Provide Director of Community Relations and Director of Operations with calendars, photos, and other volunteer information necessary to maintain a Mustard Seed presence in social media and website.
- Work with Director of Community Relations to advance the public relations of The Mustard Seed.
- Work with Activity Center Staff and Seedsters to process in-kind donations.
- Assist Director of Community Relations and Executive Director with special projects and community outreach as needed.
- Assist Director of Community Relations in targeting and developing potential grants, supporters, and donors. Write grants.
- Assist Gift Shop Manager by initially learning the Intuit Program and developing the current system to help with forecasting, merchandising, coordinating special orders, and inventory control.
- Work with Gift Shop Manager to “cover” during all hours of operation.
- Attend weekly Activity Center Meetings as well as bi-weekly Office Meetings.
- Lead devotion for Seedsters once a month.
- Teach 1 weekly class to Seedsters.
- Flexibility in accepting additional opportunities and responsibilities.
- Volunteer Coordinator should be flexible, take initiative, and undertake the work of the position with integrity, honesty, fairness, discretion, and confidentiality. This position will at times require varying degrees of physical exertion and outside activity.

POSITION QUALIFICATIONS:

- Minimum education: Bachelor’s degree.
- Excellent communication skills.
- Computer literacy with competency in Microsoft Office.
- Strong project management and time management skills. Ability to work within tight time lines and limited budgets.
- Energetic and creative attitude with a strong customer-service orientation; enthusiasm for the mission of the Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization.

The Mustard Seed seeks to meet the spiritual, physical, emotional, and intellectual needs of adults with developmental disabilities by providing a loving and protected Christian community with meaningful activities that allow the participants to fulfill the potential that God has created within them.