



Great Falls Rescue Mission  
A Beacon of Hope Since 1963

Volunteer Program Coordinator  
Development Department  
Reports to: Carrie Sunwall, Development Director

**Primary Function:** Responsible for recruiting, selecting, screening and training high impact volunteers to take functional ownership in areas of ministry. Works closely with department heads, volunteers and staff. Partners in promoting and coordinating one-time events that volunteers can be involved in like special events, service days, tours, trainings and more.

**Responsibilities/ Duties:**

- Communicate with new volunteers and assess their availability and volunteer interest.
- Schedule volunteers for orientations, trainings, events, service days, and on-going high impact positions.
- Hold bi-weekly group orientations and individual orientations as scheduled throughout the week: Input all applications into the system.
- Recruit, screen and train volunteers.
- Conduct interviews with potential high-impact volunteers. Conduct spiritual assessments, run background checks, call references, create a schedule and notify staff of new volunteer placement(s).
- Work with various departments to schedule volunteers, determine needs, create volunteer job descriptions, and resolve issues that arise with volunteers and staff/guests
- Assist in planning and conducting community events, fundraisers and service projects.
- Equip volunteers to understand and work within the vision and purpose of the Great Falls Rescue Mission.
- Conduct ongoing communication with current volunteers through the volunteer newsletter, emails, and phone calls to maintain relationships, create retention, and equip volunteers.
- Maintain the volunteer database with current/updated volunteer information, new volunteer information, and current volunteer hours.
- Work closely with Job Service, the Pre-Release and high schools to aid individuals and groups that need volunteer community service hours.
- Maintain ongoing recruitment strategies to engage the community in serving the hungry and hurting in North Central Montana.

**Qualifications/Skills/Abilities:**

- Minimum two years of college work or AA degree.
- Must be a born-again Christian and can adhere to the Great Falls Rescue Mission Statement of Faith.
- Must have organizational skills, be detail oriented and can multi-task.
- Must have excellent communication and social skills to work with staff in various departments and volunteers from various cultural backgrounds.
- Must be collaborative to work on projects and events as a collective whole.
- Must possess excellent people and customer service skills and be comfortable talking in large group settings.