



VOLUNTEER COORDINATOR

Job Description

Organization

Great Falls Rescue Mission is a non-profit Christian organization committed to serving the homeless in North Central Montana through emergency services and long-term recovery programs since 1963. Our mission is transforming the hungry, hurting and homeless through Jesus Christ's love. GFRM partners with local churches and individuals to meet the spiritual needs of the people we serve. GFRM provides a complete continuum of care specifically tailored to the needs of the homeless offering shelter, intervention, substance abuse recovery, counseling, education, life skills development, vocational training, employment and transitional housing.

Summary

The Volunteer Coordinator is responsible for recruiting, selecting, screening and training high volunteers to take functional ownership in areas of ministry. Works closely with department heads, volunteers and staff. Partners in promoting and coordinating regular and ongoing volunteer opportunities including, but not limited to meal servers, chapel speakers, teachers, Bible study leaders, mentors, children's center worker, hair dressers, medical clinic providers, etc. Also coordinates one-time events that volunteers can be involved in like special events, service projects, tours, trainings and more.

Essential Duties & Responsibilities

- 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 volunteers by attending and speaking at church services, small groups, businesses, schools, etc. Share about opportunities for people in our community to partner with GFRM.
- Screen and train volunteers.
- Conduct interviews with potential 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. *Regular/ongoing, one-time/service projects and/or seasonal.
- Fill ongoing and one-time volunteer positions in all departments as needed.

- Coordinate and schedule service project days for volunteer groups. Work with staff on an ongoing basis to assess needed projects and their deadlines.
- Supervise service project days and teach the groups about the ministries at GFRM and how the groups can partner with GFRM on an ongoing basis.
- Assist in planning and conducting community events, fundraisers and service projects. Schedule volunteers for positions needed at events, fundraisers and service projects. On the day of the event/fundraiser/service project, train and lead volunteers in performing their duties.
- 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 quarterly 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.
- A born-again Christian and can adhere to the Great Falls Rescue Mission Statement of Faith.
- Active member of a local Christian Church.
- Organizational skills, detail oriented and able to multi-task
- Have excellent communication and social skills to work with staff in various departments and volunteers from various cultural backgrounds.
- Be collaborative to work on projects and events as a collective whole.
- Possess excellent people and customer service skills and comfortable talking in large group settings.
- Self-motivated, exhibiting responsibility, maturity, integrity and dependability.
- Teachable spirit and willingness to submit to leadership.
- Must be an initiator who can work under deadlines.

Software & Equipment

- Must be familiar with Windows, Microsoft Word, and Excel
- Must be familiar with basic office equipment, such as computer, copiers and printers

Applications are accepted with your resume attached at the Great Falls Rescue Mission Administration Office located at 408 2nd Avenue South, East Entrance, during normal business hours Monday – Friday, 8:30am-5:00pm.