

Volunteer Coordinator

Reports to: Program Manager

Overall Objective: Responsible for volunteer management and retention

Responsibilities:

1. Coordinates volunteers for Family Relations events.
2. Advertises events and volunteer needs in HTF Social Media pages and with community partners.
3. Monitors Volunteer RSVPs:
 - a. Send background check information to potential volunteers
 - b. Orders background check through Mobilize My Ministry platform
 - c. Sends cleared volunteer list to Program Manager
4. Enters volunteer information into Bloomerang
5. Sends thank you and follow-up emails to volunteers 2-3 days after the event.

Skill-Set

- Excellent verbal and written communication skills
- Detail oriented

Time-Commitment:

Approximately 3 hours per month