

Job Description

Job Title: **Volunteer Coordinator**

Department: Administration Pay range: _____

Reports to: Human Resources Manager Category: Salaried, exempt

Date approved: _____

General Position Summary

Responsible for the oversight and spiritual leadership of the CBCC Volunteer program.

Essential Functions/Major Responsibilities:

- Actively recruit volunteers, including analyzing and evaluating abilities/skills, coordinating work schedules with supervisors and communicating with volunteers and staff in a timely and diligent manner.
 - Provide sufficient volunteers for ongoing CBCC needs and special projects.
 - Coordinate tasks for volunteers with CBCC managers and supervisor. Direct tasks personally as available and able. Visit volunteers at their work areas regularly.
 - Communicate effectively and regularly with CBCC departments regarding volunteer needs and how to fill them.
 - Communicate volunteer needs and opportunities to conference/retreat guests and through social media.
 - Keep appropriate records as required by CBCC including regularly recording volunteer hours and notes/summaries in the volunteer log.
 - Serve as liaison with volunteers re: schedules, meals, expectations, etc. and with CBCC Front Desk, Food Service and Housekeeping related to volunteer stays/lodging, meals, check in, etc.
 - Coordinate volunteer arrivals and departures, plan/coordinate activities and communication with volunteers to build a sense of community and appreciation for their service.
 - Attend supervisor and managers meetings and staff events to report on volunteer program and be aware of conference needs.
 - Responsible for leading volunteer devotional and prayer times daily, discipling, and counseling volunteers spiritually according to their individual needs.
 - Address problem areas/conflicts with volunteers in a mature, Christ-like manner that honors the volunteers and protects the ministry of CBCC.
 - Initiate ideas/strategies to develop, enlarge and improve the volunteer program at CBCC, including regular evaluations (written and verbal) of the program and follow up with volunteers after they leave.
 - Function as volunteer Department Evacuation Coordinator (DEC) in the event of a tsunami evacuation, and assist the Emergency Evacuation Coordinator (EEC).
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Secondary Responsibilities:

- Oversee the upkeep of the volunteer house
- Assist with emcee duties and conference hosting as needed.

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- Support organizational safety program:
 - Assure training of volunteers in safety procedures that may apply to their work, including but not limited to MSDS, bloodborne pathogens and use of PPE.
 - Document safety training on the CBCC server training file
 - Enforce safety policies and procedures.
- All other duties as assigned.

Qualifications/Skills Required:

- A spiritually mature Christian in agreement with CBCC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ.
- An understanding and appreciation of the role of volunteers in a non-profit ministry.
- Experience in construction/facility maintenance preferred.
- Experience as a volunteer for a non-profit organization.
- Excellent and proven organizational and communication skills.
- Willingness to invest extra time and effort to provide a positive volunteer experience.
- Able to give and receive feedback in a highly collaborative environment.
- An effective mediator and problem solver.

Physical Demands:

Sit	2	Consecutive hours	8	Total hours per day	
Stand/Walk	2	Consecutive hours	6	Total hours per day	
Employee may alternate between sit/stand as needed.					
<input type="checkbox"/> Only uses left hand/arm <input type="checkbox"/> Only uses right hand/arm <input checked="" type="checkbox"/> Uses both hands/arms					
		None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	200 yards				
*Key					
Occasionally			Frequently	Continuously	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less			3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day	6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	

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Employee signature _____ Date _____

Supervisor or HR signature _____ Date _____