



JOB DESCRIPTION

POSITION TITLE: Volunteer Coordinator

REPORTING RELATIONSHIP: Executive Director

Coordinating Relationships: Departments- R&P, RLM, ILS, RES, SALT and their leadership

STATUS: Part-time (20-30 hours per week)

Vision: Arrive Ministries is a Christian non-profit organization whose mission is to partner with local churches to holistically assist refugees and immigrants in the name of Christ. This position seeks someone who is committed to working within a team atmosphere to connect volunteers to relational ministry opportunities with refugees and immigrants.

PURPOSE OF THIS POSITION:

- To develop and implement best practice protocol for volunteer recruitment, retention and appreciation.
- To engage, train, and support volunteers who contribute their time and expertise to the programs of Arrive Ministries (R&P, RLM, SALT, RES and ILS).
- To screen and supply Transportation, Donation Room, Interpreter and other volunteers to the Director of Arrival Services (R&P) and Employment Mentors to the Refugee Employment Services (RES) program. These programs will orient and supervise available volunteers.

DUTIES AND RESPONSIBILITIES:

1. Provide oversight to the Arrive Ministries volunteer program.
2. Work with staff to identify needs and establish goals for volunteer activities across departments
3. Develop a pool of volunteers able to fulfill new and ongoing needs as identified by each department.
4. Work with departmental staff to match specific volunteers with volunteer opportunities and connect them to departmental training.
5. Prepare and conduct basic refugee orientation and cultural training sessions (for groups or individuals) on a regular basis to help volunteers:
 - a. understand our organization, programs and ethos
 - b. understand needs and cultural backgrounds of those we serve
 - c. be matched to volunteer opportunities
6. Maintain electronic posting for open volunteer positions
7. Recruit and screen volunteers, as well as process background checks.
8. Maintain accurate records of volunteer contact information, interests, and volunteer service.
9. Check with volunteers through regular communication, supporting their activities, and working with departmental staff to resolve volunteer issues/concerns.

10. Organize recognition, appreciation and ongoing training opportunities for volunteers, including informing volunteers of other available trainings through SALT, RLM and within the larger community
11. Provide information for the updating on the Arrive Ministries website (volunteer opportunities and volunteer resources).
12. Assist with the research and development of cultural and practical volunteer service resources.
13. Maintain an effective Christian witness compatible to the mission of Arrive Ministries.

SKILLS REQUIRED:

1. Highly self-motivated
2. Good time management, organization and problem-solving abilities
3. Excellent interpersonal and strong communication skills with the ability to speak, read, and write fluently in English.
4. Cross-cultural experience and the ability help others with cross-cultural dynamics.
5. Ability to lead volunteer trainings and do public speaking.
6. Competency using computer applications for writing, record keeping, and research.

OTHER QUALIFICATION:

1. Flexibility in scheduling. Some evening and weekend hours are required.
2. 4-year college degree or equivalent work experience preferred.
3. Valid MN Driver's License with proof of insurance and good driving record.
4. Previous volunteer coordination experience preferred
5. In agreement with Arrive Ministries' Statement of Faith, Values and Code of Conduct.

Employee Signature

Date

Director's Signature

Date