

Redwood Gospel Mission Job Description

Job Title: *Volunteer Manager*

Time Commitment: *20-25 hours weekly. Additional hours may be discussed for events and special projects.*

Qualifications:

The Volunteer Manager must have 1-3 years' experience in volunteer coordination, event planning, customer service or similar experience. This position requires a highly detail orientated person who possesses excellent communication skills both, verbal and written. Proficiency in Microsoft Office Suite, knowledge and experience with online volunteer management software is desired.

Supervisor: *Director of Partner and Community Ministries*

Position Summary: Mobilize and equip volunteers throughout the ministry.

Duties and Responsibilities:

1. *Manage volunteers and help to initiate their placement within the various ministries and events. Volunteer Manager's goal is our Mission Statement: "The Redwood Gospel Mission in the Grace and power of Jesus Christ, mobilizes our community to minister to the needy, so that lives are transformed!"*
2. *Alongside other departments, develop volunteer opportunities throughout the ministry.*
3. *Ensure volunteers are properly placed, trained and equipped. Maintain and update volunteer applications, policy and procedures, as well as providing coordinating training as needed.*
4. *Communicate volunteer opportunities both ongoing and for special events.*
5. *Maintain and develop meaningful relationships with volunteers according to Mission Increase Foundation principles.*
6. *Manage online volunteer database system. Provide assistance to volunteers to navigate and update their profiles. Ensure information is accurate and up to date.*
7. *For events, develop opportunities, communicate with area manager, and manage volunteers at the event.*
8. *Prepare and review all correspondence related to communicating with volunteers.*