



HeSed Ministries International

"Showing God's loving kindness to thousands."

Volunteer Coordinator

Location: Virtual Volunteering (from home)

Service Areas: General Administration

Hourly Commitment: 10 hours per week is desirable

Number of Positions: 1

One-Time/On-going Position: On-going

Description

Volunteer coordinator will work directly with administrative staff and volunteers to identify positions, ministry volunteer needs, as well as execute actions to obtain targeted goals. Provide assistance with establishing a viable volunteer program and manual. Assist with performing volunteer recruitment and screening. Assist with developing a volunteer information package. Assist with checking the references of potential candidates. Serve as coordinator for volunteer activities, volunteer program management and analysis.

Requirements

Skills Required:

Must be knowledgeable of human resources and/or volunteer program and recruitment practices. Must possess basic computer and internet skills. Must be familiar with Microsoft Office products and be willing to use web conferencing tools. Must possess effective communication, written and verbal skills. Must speak English but Spanish as a second language is desirable.

Time Frame:

We ask for a commitment of not less than six months and not more than one year. Volunteers can extend an additional year upon completion of the first term of service. Primary focus of tasks will be to establish a volunteer coordination program and therefore a commitment of several hours per week is desirable. Providing services virtually is totally acceptable with providing draft layouts of products and processes for approval before final production.

Evaluation:

Volunteers will be evaluated at the mid-point term of service and will be asked to fill out an evaluation form of their experience.