8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319
Send resumes to joy@manitoqua.org

Volunteer Coordinator Job Description

Department: Advancement

Reports to: Director of Advancement

Type of Position: Part-time, 15-20 hrs/week, hours may vary based on need

Pay Range/Benefits: $18 - $20 hour

General Description: The Volunteer Coordinator is the key staff member to build relationships and grow the ministries volunteer base. The Volunteer Coordinator is responsible for caring for and coordinating all communication relating to all volunteers. In addition, the Volunteer Coordinator supports the work and efforts of the **Advancement team** through assisting in various tasks.

Duties and Responsibilities

Volunteers

1. Coordinate seasonal spring and fall volunteer workdays to support camp operations, facility maintenance, and ministry needs
2. Plan and host an annual volunteer appreciation luncheon to recognize and celebrate the contributions of our volunteers
3. Maintain relationships with regular and weekly volunteers, coordinate ongoing schedules, and identify meaningful projects that support their continued involvement
4. Develop and maintain relationships with churches, schools, businesses, community organizations, and other groups to coordinate larger volunteer experiences, including multi-day service groups and special events
5. Recruit and expand the volunteer base throughout the year to meet current and future ministry needs, including participation in community volunteer fairs and outreach opportunities
6. Collaborate with staff to identify volunteer needs, plan projects, and coordinate assignments that align with ministry priorities and operational goals
7. Coordinate the full volunteer experience, including welcoming groups upon arrival, providing orientation and project instructions, overseeing their time at camp, and ensuring a positive and meaningful experience
8. Lead a diverse volunteer program serving individuals and groups of varying ages, backgrounds, and skill levels, including school groups, teenagers completing community service hours, churches, corporate teams, and individual volunteers. Match volunteers with appropriate projects, ranging from outdoor maintenance and landscaping to office support, event assistance, and other ministry needs
9. Maintain accurate volunteer records, tracking systems, and budget documentation, including volunteer participation, service hours, group information, and ongoing engagement

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10. Ensure volunteers receive appropriate training, ongoing communication, and regular appreciation to foster strong relationships and encourage continued involvement
11. Explore opportunities to recruit and onboard interns as team capacity and organizational needs allow

Office Support

1. Assist with office tasks and coverage as needed

Ministry Operations

1. Understand the programs and operations to identify needs to support the volunteer
2. Recruit and foster positive relationships with volunteers
3. Attend local volunteer fairs and community events to expand volunteer base
4. Maintain volunteer budget and awareness of other area budgets that are affected by involvement in volunteer projects.

Such other duties and responsibilities as requested by Director of Advancement.

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Experience and Qualifications

Personal: Vibrant relationship with Jesus Christ, committed to the authoritative Word of God, passionate for facilitating ministries that change lives, is devoted to furthering the purpose and mission of Manitoqua Ministries, and is an active member in good standing in a church of Jesus Christ

Human Relations: Team player, good communicator and listener, effective decision maker; people and task driven

Experience: Previous camping or ministry office experience preferred.

Specific Requirements

Knowledge, Skills, and Abilities

1. Understanding of best practices in volunteer care
2. Good knowledge of PC operations and software (Word, Outlook, Excel, email) is required
3. Ability to balance multiple tasks at the same time
4. Analyze facts and exercise sound judgment in arriving at conclusions

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Volunteer Coordinator Evaluation

When answering the questions below, use the following rating system: 1= poor 5 = great

Volunteers

Rate the effectiveness of the works days 1 2 3 4 5
Rate regular and weekly volunteers 1 2 3 4 5
Rate large volunteer experiences and special events 1 2 3 4 5
Rate communication with staff regarding volunteer projects 1 2 3 4 5
Rate volunteer orientation and appreciation 1 2 3 4 5
Generally, what aspects of the volunteer program need to be reviewed/changed and what has been working well?

Office Support

Rate the effectiveness of office assistance provided 1 2 3 4 5
Identify any areas of the office that need to be reviewed/changed and what has been working well?

Ministry Operations

Rate the recruitment and relationships with the volunteers 1 2 3 4 5
Have the budgets been met for the previous year for volunteers? 1 2 3 4 5
Generally, what aspects of operations needs to be reviewed/changed and what has been working well?

Goals

When writing goals, they must be quantifiable, tangible and SMART.

What are the 2 – 3 goals for your position for the next calendar year that support the annual Strategic Plan?

What are 2 goals for personal and professional development?

Name 3 things you did that was exceptional this past year!

Please sign this page to indicate the completion of the review.

Employee: _____ Date_____

Reviewer: _____ Date_____

Executive Director: _____ Date_____