

Redwood Gospel Mission

Job Description

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

- Job Title:** Volunteer Coordinator
- Location:** 1821 Piner Road
- Ministry:** Partner & Community Ministries
- Time Commitment:** 40 hours per week
- Supervisor:** Director of Partner & Community Ministries
- Supervises:** Volunteers
- Also works with:** Other staff & volunteers
- Qualifications:** The Volunteer Coordinator must have 1-3 years' experience in volunteer coordination, event planning, customer service or similar experience. Position requires a highly detail oriented person with excellent communication skills, both written and oral. Proficiency in Microsoft Office suite, knowledge and experience with online volunteer management software is desired.

Position Summary:

Together with supervisor and other staff, mobilize and equip volunteers throughout all the ministries of Redwood Gospel Mission.

Duties and Responsibilities:

- * Connect with volunteers either via our website or in person. Follow up on all volunteer and requests and refer to the appropriate department for placement.
- * Coordinate the placement of volunteers with RGM staff.
- * Together with other RGM staff, develop volunteer opportunities for individuals or groups to serve in as many ways as possible in keeping with our Mission Statement.
- * Communicate upcoming volunteer opportunities for ongoing and special events.
- * Maintain meaningful relationships with volunteers in keeping with Mission Increase Foundation principles.
- * Manage the online volunteer database system in conjunction with RGM staff. Provide database training and support to RGM staff.
- * Provide assistance to volunteers in navigating and updating their profiles in our database. Ensure information is up to date.
- * Assist as needed, under the direction of Director Of Partner and Community Ministries at all outreach, fundraising and community engagement events.
- * Assist with updates of volunteer manual and other written material regarding volunteers.
- * Other duties assigned by supervisor