



## **Volunteer Coordinator** JOB DESCRIPTION

**Department:** Client Services  
**Reports to:** Client Services Coordinator  
**Status:** Full time, Non-Exempt  
**Hours:** 40 hours per week

### **Position Summary:**

As the Volunteer Coordinator, your primary responsibility is to build and maintain a strong volunteer workforce to fulfill the mission of Choices. This involves duties such as recruitment, training, and attending events to attract new volunteers.

### **Supervisor:**

The Volunteer Coordinator reports to the Client Services Coordinator. There will be a yearly written and oral evaluation as well as regular one-on-one meetings with the Client Services Director.

### **Qualifications:**

1. Committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior and is accountable to a local Bible-believing church.
2. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization, and is committed to the Ministry of Choices.
3. Strong commitment to the sanctity of human life and biblical sexual ethics and have a sincere desire to reach and help at-risk patients considering abortion.
4. Proven management skills including, problem-solving, clear communication, excellent administrative skills, the capacity for motivation and able to provide constructive feedback.
5. Effectively manage assigned projects, carry out responsibilities with minimal supervision and complete tasks as required.
6. Proficient in communication, collaboration, leadership, organization, presentation, and time management.

### **Primary Duties and Responsibilities**

1. Source and recruit volunteers.
2. Coordinate and manage the onboarding of volunteers. This includes overseeing general onboarding before passing the volunteer off to the appropriate department for specific training.
3. Develop and implement measurable goals and objectives for the volunteer program which reflects the mission of Choices.

4. Create and maintain a system for ongoing volunteer training.
5. Maintain updated records on all volunteers.
6. Cultivate a volunteer recognition program.
7. Responsible for ensuring all volunteers are informed and have access to the organization's policies pertaining to volunteers.
8. Collaborate with staff to evaluate and update volunteer role descriptions, ensuring they accurately reflect the needs of the clients and patients served.
9. Point person for one-time volunteers (individuals and groups), gathering initial information and connecting them with an appropriate staff member per the volunteer project chosen.

**General Staff Duties:**

As requested by your supervisor or Executive Director:

1. Attend staff meetings
2. Attend on-going training and conferences (may require travel)
3. Attend Choices events and other events as needed
4. Participate in representation to churches and organizations
5. Take an active role in the organization's network strategy, including hosting a table at the annual Choices Fundraising Banquet.
6. Commit to be an active learner, staying educated about life issues and as well as professional development.

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