**Byron Center Volunteer Coordinator**

**Position:** Volunteer Coordinator

**Reports to:** Executive Director

**Classification:** Part-time; 15 hours/week

**Pay Range**: $17/hour depending on experience

**Job Description and Expectation:**

This person’s primary responsibility is recruiting and coordinating volunteers to serve the ministry of Hope Unexpected. The Volunteer Coordinator will be responsible for all aspects of managing volunteers including recruitment, training, check-ins, scheduling, recognition, and exit interviews. This person will also organize and oversee the Volunteer Appreciation Event as well as material donations from Volunteers. The ideal candidate will have a passion for ministry with young mothers and their children. This person will also love Jesus Christ and His Church.

**Duties and Responsibilities**

* Excellent verbal and written communication skills
* Ability to speak in trainings
* Competency in using office equipment
* Good working knowledge of spreadsheets, word processing, basic bookkeeping
* Willingness and aptitude to learn new computer programs
* Printing and preparing materials
* Data entry and maintaining electronic and paper records
* Strong organizational skills
* Perform other duties as needed

**Job Requirements**

* An associate’s degree or higher is a plus
* Candidate must have personal transportation to use as needed for job tasks
* Maintaining strict confidentiality concerning all participants of Hope Unexpected
* Flexible schedule and availability to work Monday evenings for Monday Meets