


# Volunteer Coordinator

**Key Information**

| Item | Detail |
|---|---|
| Reports to | Operations & Resource Manager |
| Location | Maple Valley |
| Supervises | Volunteers |
| Hours | Part time, 20 hours per week, with occasional events on weeknights and Saturdays |
| Pay band | $26.00 to $30.00 per hour |
| Classification | Hourly Non-Exempt |

**About Vine Maple Place (VMP)**

VMP, is both an equal-opportunity employer and a faith-based religious organization, established in 2000 as a 501c3 nonprofit working with single parents and their children to break the generational cycle of homelessness. Serving families who are homeless or facing eviction, our commitment is to end homelessness in South King County. Over the past 12 years, our signature Stable Families program has grown, serving from 68 parents and children to over 5,700 individuals annually. Our programs focus on preventing homelessness or assisting families off the streets to become safe, stable, and equipped with new skills to permanently leave homelessness. Families achieve great success, becoming safe, stable, and self-sufficient; 94% are stably housed upon exiting the program, with 92% maintaining their housing a year later. Our evidence-based, client-centered services are delivered at two Family Hope Centers. As a community and faith-based organization, we rely on the thousands of volunteer hours and donations that make our work possible. Due to the homelessness crisis in King County, VMP is expanding to serve more families in need.

**Job Summary**

Volunteers are crucial to the operation of, and services provided by, Vine Maple Place (VMP). The Volunteer Coordinator provides direction, coordination and consultation for all volunteer functions within the operation, to strengthen programs through the recruitment and placement of a community of volunteer supporters.

The Volunteer Coordinator plays a critical role in connecting the community to the various volunteer roles that need to be filled. This includes volunteer recruitment, screening, monitoring and evaluation to fill positions and coordinate community drives to fill family needs. The focus of this position is to work with Program and Development staff to match the right volunteers with operational needs and ensure that the volunteers are fulfilling their intended roles.

The Volunteer Coordinator helps carry out our Christian organization's mission, vision and strategies. This role personifies the ministry of Vine Maple Place by witnessing to Christ and ministering to others through life, deed, word and sign.

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**Responsibilities**

- Keep Christ central in individual and corporate life. Actively participate in and contribute to the spiritual disciplines of the organization (Christian conduct, devotions, worship, and leadership of devotions); incorporate VMP values into decisions within scope of role.
- Coordinate all aspects of volunteerism, including identifying organizational needs (immediate, project-related, and long-term), recruiting, screening and building/maintaining relationships with volunteers.
- Reach out to churches to recruit volunteers and communicate needs.
- Respond to urgent needs with flexibility and initiative to fill the immediate volunteer needs.
- Schedule grounds maintenance groups and work with Facilities Manager to arrange for oversight. Oversee the volunteers scheduled for unit turnovers.
- Oversee and coordinate community volunteer drives of basic needs products for Program needs.
- Track and report volunteer hours.
- Work with Manager to create volunteer communications. Responsible to send a regular volunteer e-zine to all volunteers, churches and businesses.
- Coordinate volunteer orientation process.
- Coordinate trauma informed training for volunteers.
- Other duties as assigned.

**Qualifications**

*Minimum Qualifications*

- Have a personal relationship with Jesus Christ and agree to the VMP Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Work effectively with a diverse team; demonstrating cultural awareness and sensitivity to the needs of clients, staff and volunteers from varied cultural and economic backgrounds.
- Ability to read, write, speak and understand English fluently.
- Willing to work occasional evening and occasional weekend hours.
- Strong oral, written and interpersonal communications skills.
- Experience guiding, directing, motivating and teaching people.
- Ability to independently prioritize and organize workload and special projects to meet deadlines.
- Adapt to a changing environment with a positive attitude, and problem solve in a constructive and supportive manner.
- Ability to work independently, take initiative and exhibit flexibility.
- Self-motivated with strong organizational and project management skills.
- Possess a valid driver's license, safe driving record, and proof of insurance.
- Computer skills: Proficient in Word, Excel, Outlook, and internet navigation.

*Preferred Qualifications*

- Experience with volunteer databases and communication module, preferred.
- Experience managing volunteers.

**Required Credentials**

- Must pass and maintain an acceptable background check.

## Why You'll Love Working Here:

- Competitive compensation
- Generous paid time off, including vacation and sick leave
- Medical, dental, and vision insurance for eligible full-time employees
- 401(k), with match
- Meaningful mission
- Collaborative culture

The above is intended to describe the general content of, and the requirements for, satisfactory performance in this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements of this position. Other duties may be assigned.

**Send all Inquiries, Resumes and Cover Letters to: humanresources@vinemapleplace.org**