



## MY SISTER'S PLACE VOLUNTEER COORDINATOR JOB DESCRIPTION

### ABOUT MSP

My Sister's Place (MSP) is a non-profit Christian organization that opens its doors with love to provide safe shelter, nourishing food, resources, and nurturing Christ-centered environment for women and their children who are experiencing homelessness. We ask all employees and volunteers to diligently serve, to provide a safe place of healing and growth, and to promote the mission and core values of MSP.

### THE JOB

The Volunteer Coordinator position exists under the direction of the Executive Director to coordinate volunteer recruitment and activities for MSP to facilitate impactful and meaningful volunteer experiences. It requires creativity, patience, initiative and a high degree of collaboration. Duties include recruiting volunteers, coordinating placement to ensure it matches manager needs and volunteer interests and qualifications, relationship building, record keeping, and planning timely and valued recognition.

**PURPOSE:** Ensure that MSP is staffed with the best and most reliable volunteers by connecting their desire and ability to serve the needs and mission of the organization.

### REQUIREMENTS

The position requires –

- The ability to creatively translate organizational needs into meaningful volunteer roles;
- Personal drive and a positive mental attitude to navigate constant change;
- Resourcefulness in a small, non-profit environment;
- Excellent organizational skills for record keeping and seamless coordination with volunteers and managers;
- The ability to enthusiastically support and clearly communicate the mission and vision of MSP with people from diverse backgrounds, experience and volunteer interests;
- A “servant’s heart” characterized by humility, commitment and the mindset or desire to selflessly and sacrificially serve others, especially in the context of a small organization; and,
- Physical ability to travel alone between locations within Hall County and to perform general office work.

### RESPONSIBILITIES INCLUDE:

Specific duties of the Volunteer Coordinator include but are not limited to:

- Regularly consult and collaborate with leadership and staff to anticipate organization needs for various volunteer services including new, changing and ending assignments;
- Recruit competent and highly engaged volunteers using personal engagement as well as marketing tools such as outreach programs, emails, social media, and volunteer databases;



- Promote volunteer retention through careful placement, ongoing engagement and follow-up to ensure assignments are meaningful;
- Assist with organizing teams of volunteers for special events or large-scale activities;
- Coordinate with the Executive Director, Boutique Manager or Shelter Manager respectively to ensure volunteers are properly trained and supported;
- Collect and maintain volunteer records such as contact information, scheduling availability, skills/experience information, assignment history, contact notes, performance notes, etc.;
- Create and coordinate volunteer recognition activities, methods and events that demonstrate appreciation for volunteer contributions to fulfilling the mission of My Sister's Place;
- In collaboration with the Shelter Manager, create and administer a volunteer-based mentorship program to support shelter residents on their journey to self-sufficiency and up to one year following their exit;
- Under direct supervision and close coordination with the Executive Director, engage in community outreach activities and represent My Sister's Place in the community; and,
- Other duties as assigned.

Part Time Position (Up to 32 hours per week)  
\$15-16 per hour

Please email resume to Jennifer Bero at [jbero@my-sisters-place.org](mailto:jbero@my-sisters-place.org)