



Job Posting

Position Title: PT Volunteer Coordinator

Responsible To: Business Services Director

Summary of Position:

The Volunteer Coordinator's primary responsibility is to recruit, schedule and coordinate training and care for volunteers at Paxton Ministries. She/he will also assist with other work of the Business Services and Development departments as detailed below.

Principal Duties:

1. Coordinate volunteer program including:
 - a. Develop and implement strategies to recruit, orient and train new volunteers as needed.
 - b. Maintain positive relationships with all current volunteers.
 - c. Schedule weekend volunteers, and other individual volunteers according to organizational needs.
 - d. Provide methods of communication to adequately track current departmental volunteer needs.
 - e. Coordinate acknowledgment of all volunteers and follow-up with new volunteer contacts within 48 hours.
 - f. Engage volunteers in ways that use professional expertise and interests.
 - g. Maintain an active and detailed volunteer database to leverage skills and abilities of volunteers.
 - h. Update database to track actual volunteer hours completed.
2. Coordinate hospitality efforts in relation to Paxton Ministries volunteers and guests.
3. Work with the Business Services Director in planning and maintaining of volunteer coordinator budgets.
4. Assist Development department with volunteer coordination for Paxton Fest, Volunteer Appreciation Event and other special events.
5. Recruit volunteer receptionists as needed, and provide back-up support in that role.
6. Serve Paxton Ministries' residents, staff and mission by being an active and contributing member of the Paxton Ministries community.

Physical, Spiritual, Social and Emotional Requirements:

1. Skills of perception, understanding and caring for people are essential. He/she must be patient, calm under pressure, not easily provoked and emotionally stable.
2. The job requires a congenial and professional working relationship with all residents, their families, staff and professionals.
3. As a role model for new staff, this position requires spiritual insight, maturity and patience, which comes out of a personal relationship with Jesus Christ.
4. The successful candidate will possess a heart for working with mentally and emotionally challenged adults in a Christian residential care setting.
5. The role requires being comfortable with calling people and asking for help.
6. Physical ability to carry out the above is essential.

Physical Requirements:

Lifting up to 5-15lbs.

Assisting in lifting 30-50lbs.

Standing for 2-3 hrs.

Sitting for 1-2hrs.

Pulling/Pushing

Twisting

Kneeling

Reaching – above and below

Specific Job Requirements:

1. A High School diploma with two years of related experience, or a Bachelor's degree.
2. This position requires that you be detailed-oriented and computer literate.
3. This position requires administrative skills, including planning, organization and an ability to see the "big picture".
4. The job requires a person who strongly believes in and owns the vision, mission and core values of Paxton Ministries.
5. The job requires the ability to lead and enthusiastically motivate volunteers of all ages. Knowledge of group dynamics and experience in team building is helpful.
6. The Volunteer Coordinator's role requires strong verbal and written skills and experience in public speaking.
7. The position of Volunteer Coordinator is a part-time position averaging 20 hours per week. It is preferred that the 20 hours be allocated across four or five business days, with hours worked between normal business hours of 8:00 am to 5:00 pm.

Please direct applications, resumes, and any inquiries about the position to: (Deadline: February 2nd)

Jose Garcia, HR Mgr.

Paxton Street Home (Paxton Ministries)

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