



Volunteer Coordinator

SUMMARY of Job Description

To recruit, equip, and encourage volunteer mentors and other potential volunteers who work in concert with the staff of Atlas: Lincoln to accomplish its mission and vision.

CHARACTER

- Mature and growing relationship with Jesus Christ
- Skilled in organizing, leading and supervising people who serve as volunteers
- Able to encourage a teamwork environment
- Personable and approachable, transparent and high integrity
- Able to work independently

ESSENTIAL DUTIES AND RESPONSIBILITIES

Recruit: Communicates with churches and individuals in the Lincoln community in order to effectively build and maintain a volunteer base which supports and facilitates the mission of Atlas

- Recruit mentors through prayer, face-to-face meetings, phone, or e-mail contact
- Follow up with referrals from respected community partners and church engagements
- Interface with Lincoln churches and community to invite potential mentors
- Know the mission of Atlas and clearly and passionately articulate it to others

Equip: Supports and facilitates Atlas mentorship within the Lincoln community, preparing volunteer mentors, bolstering mentoring relationships, and checking in with mentors regularly

- Work closely with Direct Service Advocate in order to provide healthy mentor/mentee pairings
- Provide initial and ongoing trainings to equip and support community mentors
- Keep detailed records of mentor pairings through data entry and management
- Provide feedback, suggestions, corrections, etc. as needed throughout a mentor relationship, problem solving and/or mediating within a relationship when necessary
- Be readily available to assist mentoring pairs through hurdles and difficulties, being prepared to terminate a mentoring relationship when necessary
- Organize and lead peer-support training opportunities with local churches
- Engage non-mentoring volunteers in the variety of opportunities to serve Atlas
- Report to Executive Director regularly with updates and issues

Encourage: Cultivates an environment of appreciation and encouragement within the Atlas staff and volunteer base

- Frequently communicate with mentors throughout the mentoring process via prayer, face-to-face meetings, phone, or e-mail contact
- Send and review periodic evaluations to mentors
- Organize and tend to volunteer appreciation (e.g. personal notes, thank you events, etc.)

HOURS

Approximately 20 hours a week depending on the nature of the essential duties and any extra tasks and projects