



## **VOLUNTEER COORDINATOR Position Description**

**Reports to:** Senior Facilities Manager  
**Salary:** DOE  
**Hours:** Part time, 20hrs/week  
**Work Location:** Duvall, WA

### BACKGROUND:

Acres of Diamonds' mission is to create lasting change for homeless moms and kids through a caring community. As one of the few facilities in Eastern King County specifically serving homeless women and children, our organization continues to grow to meet that need. We are committed to increasing our capacity as well continuing to innovate to enhance our services and programs. We value the importance of our whole community, from our residents and staff, to our volunteers and donors, to the communities where we operate, as integral to the completion of our mission.

### POSITION SUMMARY:

This position reports to the Senior Facilities Manager and requires a highly motivated person who has a passion for following God, serving homeless women and children, and equipping volunteers to engage in the mission at Acres of Diamonds. As the Volunteer Coordinator, this person will be responsible for managing all aspects of the volunteer's experience. The successful candidate will have proven leadership and organizational abilities, be highly motivated, enjoy working both individually and directing others, and love creating opportunities for people to step into their unique skillsets while volunteering.

### DUTIES & RESPONSIBILITIES:

- Manage all aspects of the volunteer recruitment process, including ensuring that key open positions are actively being filled and that staff is participating in the recruitment process.
  - Oversee volunteer onboarding, training, and follow up, leveraging and training staff as needed to accomplish this task.
  - Ensure interested volunteers complete training, background checks, and any necessary skill checks prior to beginning volunteer service.
- Collect volunteer information, availability, and skills, and maintain an up-to-date database.
- Manage volunteer scheduling and communicate schedule clearly to staff and other stakeholders.
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation.
- Assist staff in creating new volunteer opportunities that will further the mission of Acres of Diamonds.
- Attend church and community events for the purpose of recruiting volunteers and raising awareness about the needs of homeless moms and kids.
- Represent Acres with both professionalism and relational warmth.
- Responsible for communication and organization of volunteer projects, including Day of Caring, volunteer involvement surrounding birthday parties, and other similar volunteer events.

- Manage volunteer policies, procedures, and standards of volunteer service.
- Take ownership and lead volunteer recognition and appreciation, continuing the culture of “every gift and person matters.”
- Conduct regular vision tours as a primary recruitment strategy, regularly reviewing effectiveness.
- Other duties as requested by supervisor.

**REQUIRED QUALIFICATIONS:**

- Personal relationship with Jesus Christ and active in a Christian church.
- Experience managing people and working with a variety of backgrounds.
- Exhibit excellent oral, written, and interpersonal communications skills to facilitate effective interactions with residents, donors, volunteers, and staff.
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds.
- Ability to prioritize and organize workload and manage time independently to meet deadlines.
- Computer skills: Word, Excel, E-mail, and Internet navigation.
- Valid Washington state driver’s license and ability to travel to frequent offsite meetings.
- Ability to lift up to 40lbs.

**Background:**

Acres of Diamonds is a Christian 501(c)(3) organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

*It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee’s race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.*

Send Resume and Cover Letter to [Lauren@acresofdiamonds.org](mailto:Lauren@acresofdiamonds.org). Only qualified candidates will be contacted.