



Providing Hope and Refuge For Mothers with Children In Jesus' Name

- Job Title:** Volunteer Coordinator **Location:** Orange, CA (In-Person)
- Status:** Full-Time Non-exempt **Salary Range:** \$25-\$29 an hour *(Pay based on experience and job skills)*
- Schedule:** M-F 8:00-4:00 with occasional weekend events (will also consider 9:00-4:00)
There will be an alternate work schedule when needed for events.
- Apply:** Send resume and cover letter to mail@thesheepfold.org NO Phone calls, please.
State briefly in your email or cover letter your reasons for seeking employment with a Nonprofit Ministry/ Domestic Violence/Homeless Shelter or faith-based organization such as The Sheepfold.

The Sheepfold is a faith-based, Christian domestic violence and homeless shelter serving mothers with children with locations in Orange and Riverside County. The Sheepfold first opened our doors to homeless, abused, and forsaken women with children in October 1979. Since that time, thousands of women and their children have found shelter, safe refuge, and a new beginning in life as a result of the Sheepfold ministry. The Sheepfold's mission is: *To equip mothers with children suffering from homelessness or abuse for successful independent living with hope for the future.*

Job Description:

The Sheepfold is looking for a remarkable Volunteer Coordinator to join our office team. They will administer all aspects of the organization's volunteer program including recruiting, training, and supervising volunteers. The ideal candidate will be servant-hearted and joyful in helping others. Christian ministry, Nonprofit, or Professional Business experience in social services is required. Please only apply if you have relevant job experience. Thank you.

Job Purpose:

- Actively engage/enlist/mobilize and retain individual volunteers and groups to serve at various facilities.
- Develop volunteer opportunities according to organizational needs.

Key Responsibilities:

- Able to work within the traditional, Christian guidelines of the organization
- Engage, Enlist, and Mobilize Volunteers
- Recruit, Interview, Screen, Place/Assign, and Train volunteers for all facilities
- Direct background checks and verify admissibility for all volunteers
- Communicate policies, procedures, rules, and standards to volunteers and ensure that volunteers follow them
- Prioritize a safe and secure environment
- Schedule and manage volunteers
- Organize and conduct volunteer orientation meetings and appreciation events
- Actively plan and execute volunteer events (hands-on including set-up and tear-down)
- Manage and coordinate a variety of special projects
- Thank and recognize active volunteers on an ongoing basis and communicate effectively with volunteers
- Present at simple speaking engagements and/or host an information booth
- Provide general office and phone coverage as needed
- Back-up for intake process and starting cases (Must be able to handle emotional situations as needed)

Volunteers and Volunteer Event Tracking and Reporting

- Document and log volunteer information and hours and maintain up-to-date information
- Establish and update volunteer schedule/calendar

Develop new opportunities for volunteers based on organizational needs

- Assist staff in identifying volunteer projects through needs assessment and ongoing communication with shelter staff
- Define the volunteer requirements and recruit accordingly
- Utilize various volunteer software and outreach events to promote volunteer opportunities

Experience:

We are a warm and close-knit organization and are looking for someone special to be part of our team.

- 2 years(min) plus++ experience in a Christian ministry, Nonprofit, or Social Services organization
Additional experience preferred
- Prior experience working with volunteers is a plus and preferred
- Prior leadership roles and some event planning a plus
- Excellent verbal and written communication skills
- Knowledge of the Microsoft Office suite
- Team player and able to collaborate effectively
- Professional demeanor
- Be empathic to those we serve, domestic violence and homelessness victims/survivors
- Emotionally mature and able to handle difficult situations as needed
- Socially able to interact with a variety of people such as donors, volunteers, and residents
- Must be able to lift 50 pounds as needed (i.e. a large case of water)

Please note that a full background check, fingerprinting, physical, and drug screen are part of the hiring process.

Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan (Simple IRA)
- Retirement Matching
- Paid Vacation time off
- Paid Sick time off
- Paid Holidays