

Seeking Volunteer Coordinator – Great River Faith in Action

Nov. 2020

We are looking for a competent Volunteer Coordinator to join our team at Great River Faith in Acton in Becker. As a Volunteer Coordinator, your main focus will be to assist with recruiting volunteers for our non-profit organization. In addition, you will be coordinating group service projects, checking in with clients as needed, and helping with daily operations of FIA.

Volunteer Coordinator duties and responsibilities

- Recruit volunteers
- Collect information on qualifications and skills
- Arrange for orientations when needed
- Manage schedules for everyday activities
- Assign responsibilities as appropriate
- Communicate frequently with volunteers
- Ensure volunteers are satisfied by creating a health working environment
- Keep and manage records of volunteers' information and work
- Track volunteers work
- Open to praying with volunteers and clients as needed
- Reach out to churches about community needs

Volunteer Coordinator requirements and qualifications

- Proven experience as Volunteer Coordinator or similar role is a plus
- Experience in volunteering
- Working knowledge of databases such a Google Docs, Publisher and MS Office (especially Excel) is a plus
- Friendly Team player
- Good time-management skills
- Great interpersonal and communication skills
- Joy for helping others who are in need in our community
- Experience in accounting or payroll is a plus
- Flexible 24-hour work week

Please send resume to

Darin Bohlken E.D. at darinb@grfia.org