

Miracle Hill Ministries
Internal Job Posting

Date: April 27, 2017

Job Posting: FT Volunteer Coordinator

Location: Miracle Hill Children's Home, Pickens, SC

FLSA: Hourly/Nonexempt

Reports to: Director, MHCH

Date Job Available: Immediately

Job Posting # 2400-9

Basic Job Description:

Summary / Purpose of Position: Assists the staff of the Children's Home in achieving its mission, enhancing services to guests and increasing the Mission's connection with the community by successfully recruiting and involving community members as volunteers. The goal of the Volunteer Engagement Specialist is to ensure that volunteers are engaged in a relational manner, the work of Miracle Hill Ministries is shared and volunteers are energized for the fulfillment of the MHM mission and contributing to the vitality and outreach of their home churches.

Essential Duties and Responsibilities:

- Perform all tasks in light of Miracle Hill's Mission Statement, values and goals for the purpose of recruiting and retaining passionate volunteers.
- Collaborate with the staff to:
 - Identify and develop a variety of meaningful roles and written job profiles for key volunteers.
 - Keep detailed records of volunteer information and assignments through MHM volunteer database.
 - Coordinate and maintain a healthy volunteer and facility activity calendar for all cottages and campus, working with the program needs and activities.
 - Coach staff on proper interaction and leadership when working with volunteers.
 - Work with staff to stay aware of needs and process in-kind donations.
- Engage potential and current volunteers relationally and enthusiastically by:
 - Managing the recruitment, interviewing selection and placement of volunteers based on defined role descriptions matching volunteers' skills and interests.
 - Utilizing a comprehensive portfolio of techniques to source volunteers including meetings, presentations, social media, recommendations for website updates, etc.
 - Ensuring volunteers complete the required documentation and background checks as determined by state standards, accreditation and MHM.
 - Ensuring volunteers receive proper Orientation and On-site Training.
 - Collecting information on volunteer interests, skills and availability to integrate with facility needs and schedules.
 - Assigning and adjusting responsibilities based on volunteers' development and dependability
 - Disseminating information of upcoming activities or events to staff and volunteers
- Manage volunteer opportunities
 - Coordinating teams of volunteers for smaller- and larger-scale activities.
 - Resourcing volunteers with appropriate instruction, material and equipment.
 - Communicating regularly with volunteers and confirming satisfaction with roles, placement in the ministry and positive relational interactions.
- Participate fully in the life and mission of the Children's Home including staff meetings, volunteer activities and events, guests' well-being and engaging and collaborating with Director and staff.
- Engage in all functions, as determined by the VP of Collaboration and Engagement, with other Volunteer Engagement staff to share ideas, utilize best practices, adhere to organizational policy

and contribute to continuous improvement of overall volunteer program

- Maintain a flexible schedule that accommodates the needs of volunteers and their service to the facility, which may require some evening and weekend duty

Supervisory Responsibilities:

- N/A

Qualifications:

- Exhibit excellent organizational and team coordination abilities
- Possess ability to communicate and engage with people from diverse backgrounds and experiences
- Demonstrate working knowledge of databases and MS Office
- Display pleasant, outgoing and enthusiastic personality
- Possess understanding of volunteer engagement and customer service skills
- Hold College degree in human services, social sciences, business administration or other similar field or equivalent, relevant experience
- Provide evidence of local or international volunteer experience
- Have a valid SC Driver's license and meet MHM criteria for driver insurance

Religious:

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: clients, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
 - Abstain from the use of illegal drugs or the inappropriate use of medication.
 - Abstain from activities or addictions that have a detrimental effect on clients or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who make be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
 - Relationships, particularly with the opposite sex, are above reproach.
 - Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
 - Respect the sanctity of life from conception until death in God's timing

If interested in the above position, please log on to www.miraclehill.org to complete the online employment application.