

**Miracle Hill Ministries  
Internal Job Posting**

Date: April 17, 2017

Job Posting: PT Volunteer Engagement Specialist (25 hours p/w)

Location: Greenville Rescue Mission, Greenville, SC

FLSA: Hourly/Non-Exempt

Reports to: Director, Greenville Rescue Mission

Date Job Available: Immediately

Job Posting # 3020-3

Basic Job Description:

**Summary/Purpose of Position:** Assists the staff at Greenville Rescue Mission in achieving its mission, enhances services to guests, and increases the mission's connections with the community by successfully involving community members as volunteers.

**Essential Duties and Responsibilities:**

- Possess knowledge of Miracle Hill's Mission Statement, values and goals for the purpose of recruiting passionate and key volunteers.
- Serve as Volunteer Engagement Specialist at the site, collaborating with the staff and volunteers to:
  - Identify and development a variety of meaningful jobs and written job descriptions for key volunteers.
  - Manage the recruitment, interviewing selection and placement of volunteers based on defined job descriptions and volunteer skills and interests.
  - Ensure volunteers receive proper Orientation and On-site Training.
- Stay in close contact with the Ministry Volunteer Administrator to:
  - Ensure Volunteer and staff needs are being met.
  - Accurate volunteer records are being maintained.
  - Proper follow-up and communications with new and existing volunteers.
- Participate monthly in a learning community with the Volunteer Administrator and other Coordinators to share ideas, experiences, and best practices toward the continuous improvement of the program.
- Attend Greenville Rescue Mission staff meetings.

**Supervisory Responsibilities:** N/A

**Qualifications:**

- Good people skills.
- Good communication skills.
- Good organizational skills.
- Good computer skills.
- Good understanding of volunteer engagement/management standards.
- Ability to delegate effectively.
- Ability to communicate effectively and professionally with individuals and groups.
- High School Diploma required (College preferred).
- Valid SC Driver's License.

**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: guests, 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 guests 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 may 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](http://www.miraclehill.org) to complete the online employment application.