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JOB/POSITION TITLE: Volunteer and Outreach Coordinator

Date: February 1, 2022
Reports To: Director of Community Relations
Resume submission: del@mustardseedms.org until position filled
Status: Full time position. Must be available some evenings and weekends.

SUMMARY:

The Volunteer and Outreach Coordinator is responsible for nurturing and developing volunteer relationships, assisting in community outreach, and furthering the mission of The Mustard Seed.

The Volunteer and Outreach Coordinator reports to the Director of Community Relations and the Executive Director and works closely with all other positions.

PRIMARY JOB RESPONSIBILITIES:

- Communicate with potential volunteers. Receive applications, process background checks, determine volunteers' interests and suitability, determine volunteers' placement and timing for time on or off campus, give tours and orient volunteers into duties, communicate with staff to guide and place volunteer, properly thank all individual and group volunteers.
- Coordinate with Director of Community Relations in determining who will staff any off-campus Volunteer/Engagement Fairs.
- Give campus tours to all volunteers and assist the Director of Community Relations in giving tours to other visitors.
- Coordinate with Gift Shop Staff to schedule and staff off-campus "pop-up shops". This may include scheduling, promoting, packing, and working the shops.
- Work closely with Director of Community Relations to maintain The Mustard Seed's social media presence on all platforms.
- Work with Director of Community Relations to advance the public relations and Community outreach of The Mustard Seed.
- Assist in writing and planning the annual newsletter, Branches.
- Work with the Executive Director and Director of Community Relations in event planning.
- Lead devotion for Seedsters when needed.

SECONDARY JOB RESPONSIBILITIES:

- Assist Director of Community Relations in targeting and developing potential grants, supporters, and donors. Write grants.

The Volunteer and Outreach Coordinator should be flexible, take initiative, and undertake the work of the position with integrity, honesty, fairness, discretion, and confidentiality.

The Mustard Seed is a Christian community for adults with developmental disabilities.

Founded in 1981 to meet the spiritual, physical, emotional, and intellectual needs of adults with special needs, The Mustard Seed provides a loving and protected environment with meaningful activities which allow the "Seedsters" to fulfill the potential God has created within them.