



## Job/Position Description

### **JOB/POSITION TITLE: Volunteer Coordinator**

Date Posted: April 11, 2025

Reports To: Director of Community Relations

Status: Full time position. Must be available some evenings and weekends.

***Resumes may be sent to Director of Community Relations, Sara Gunter, at [sgunter@mustardseedms.org](mailto:sgunter@mustardseedms.org), or uploaded online after completing a Preliminary Job Application found on our website at [mustardseedms.org](http://mustardseedms.org).***

### **SUMMARY:**

The Volunteer Coordinator is responsible for nurturing and developing volunteer relationships. The Volunteer Coordinator is responsible for working with volunteers in various capacities to make them feel welcomed, while also assisting them in finding their purpose on The Mustard Seed Campus.

The Volunteer Coordinator reports directly to and works closely with the Director of Community Relations, the Program Director, and the Director of Operations. The Volunteer Coordinator processes volunteer applications and places volunteers with various departments as needed. After a volunteer's visit or in-kind contribution is received at The Mustard Seed, the Volunteer Coordinator will be responsible for thanking the person or group. These Thank You's may be handwritten notes or postcards, large banners signed by Seedsters, fun posters created with Seedsters, or even a token of ceramics from the Mustard Seed Gift Shop. In-kind donations will need to be documented properly and then given to the Administrative Assistant to process.

### **JOB RESPONSIBILITIES:**

- Communicate with potential volunteers. Receive applications, process reference 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/place volunteers, and properly thank all individual and group volunteers.
- Coordinate with Director of Community Relations in determining who will staff off-campus Volunteer Fairs.
- Coordinate with Director of Community Relations, Program Director, and Director of Operations to design appropriate programs, volunteer activities, and supervise volunteers for the duration of their time at The Mustard Seed.
- Provide Director of Community Relations and Director of Operations with calendars, photos, and other volunteer information necessary to maintain a Mustard Seed presence on social media and website.
- Work with Director of Community Relations to advance the public relations of The Mustard Seed.
- Work with Activity Center Staff and Seedsters to process in-kind donations.
- Assist Director of Community Relations and Executive Director with special projects and community outreach as needed.
- Work with Director of Community Relations in targeting and developing potential grants, supporters, and donors, while working with volunteers and volunteer groups.
- Attend and contribute to Department Meetings, Staff Meetings, and Office Meetings.
- Lead devotion for Seedsters once a month.
- Teach 1 weekly class to Seedsters.
- Flexibility in accepting additional opportunities and responsibilities.

- Volunteer Coordinator should be flexible, take initiative, and undertake the work of the position with integrity, honesty, fairness, discretion, and confidentiality. This position will at times require varying degrees of physical exertion and outside activity.

**POSITION QUALIFICATIONS:**

- Bachelor's Degree or equivalent experience.
- Excellent communication skills.
- Computer literacy with competency in Microsoft Office.
- Strong project management and time management skills. Ability to work within tight timelines and limited budgets.
- Energetic and creative attitude with a strong customer-service orientation; enthusiasm for the mission of The Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization.

*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.*

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