



Position: Volunteer Support Coordinator

Position Summary:

The Volunteer Support Coordinator plays a vital role in advancing the Mission's volunteer program and guest services. Reporting to the Volunteer Manager as part of the Development Team, this position ensures a positive, efficient experience for volunteers, staff, and guests. The role provides administrative and hands-on support across departments—managing communications, coordinating volunteer needs, and supporting the volunteer workforce.

Key Responsibilities:

- Conduct background checks for all prospective volunteers.
- Manage and maintain the volunteer management system.
- Create content for the monthly volunteer newsletter.
- Track departmental priorities and maintain the annual volunteer calendar.
- Develop and post volunteer schedules for the Kitchen Department.
- Support and coordinate front desk volunteers to ensure smooth daily operations.
- Serve as a welcoming presence for volunteers and guests, offering guidance, support, and ministry as needed.

Program Support:

- Oversee issuance of Mission guest cards and manage the related scanning software.
- Maintain multiple Google tracking spreadsheets for various operations.
- Provide administrative and on-site support for Mission-sponsored special events.

Work Schedule / Environment / Pay:

- 29 hours - part-time, **In-office during business hours**
- Pay range \$18-22 per hour. Medical benefits not included.

Qualities and Skills Needed:

- A personal relationship with Jesus Christ.
- Must agree with Mission's Statement of Faith, Mission Statement, Core Values, and Goals.
- Proficiency in Google Suite and Microsoft Office required.
- Strong organizational and multitasking abilities; able to shift quickly between tasks in a fast-paced, people-centered environment.
- Excellent communication and interpersonal skills, with a heart for service and compassion toward others.
- Comfortable working in a dynamic setting with frequent interruptions and high levels of interaction with staff, volunteers, and guests.

Send Cover Letter and Resume to: Jasmine Sneed, jsneed@therescuemission.org