

## Volunteer Coordinator (VC)

Grace Beyond Borders NWI, Inc. is a 501(c)(3) non-profit Christian ministry that meets the physical and spiritual needs of those impacted by homelessness and addiction. We are seeking a qualified candidate to join our team as a Volunteer Coordinator. This person oversees the recruitment, training, onboarding, and engagement of volunteers across all facets of Grace Beyond Borders activities and events.

**Hourly Rate: \$15 per hour (Contract and Internship Eligible)**

### Essential Functions

- Recruit, select and train individual and volunteer groups (church, civic, and business). Manage the volunteer inquiry, application, background check and onboarding processes.
- Certify individuals and groups for volunteer service; determine appropriate service placements.
- Oversee maintenance of volunteer database and applications, including tracking of service hours. Prepare monthly and year end reports.
- Coordinate volunteer schedules, consistently update the volunteer calendar, and ensure prompt communication of scheduling information to Emergency Transition Mission (ETM) staff.
- Develop and manage volunteer recognition, engagement and retention practices.
- Ensure consistent communication with ETM staff by sharing volunteer schedules and collecting feedback on volunteer processes and performance.
- Oversee the creation and use of all volunteer ministry support materials, including brochures, fliers, etc.
- Manage Grace Beyond Borders holiday special events.
- Reflect personal integrity in attitude and behavior toward guests, volunteers, and program participants; ensure expectations, guidelines, and rules are followed to provide a safe environment.

### Other Duties

- Demonstrate Grace Beyond Borders' core values of organizational integrity, organizational unity, and organizational effectiveness.
- Complete Servsafe, Peacemakers, Adverse Childhood Experiences (ACE), and First Aid/CPR training.
- Attend monthly Grace Beyond Borders and quarterly All Staff meetings.
- Perform other job-related duties as assigned.

### Education, Training and Experience

- Valid Driver's License
- Associate degree or equivalent experience
- Bilingual (Spanish preferred)
- Minimum of 1 year of experience in a related field required

### Schedule

- Part-time – up to 20 hours per week with flexible hours.

**READY TO APPLY?**

Send your resume to [gianaw@gracebeyondborders.org](mailto:gianaw@gracebeyondborders.org) today!