



JOB DESCRIPTION

JOB TITLE: Volunteer Coordinator

REPORTS TO: Director of Community of Care

SUPERVISION TO: None

DIVISION: Georgia

DEPARTMENT: COC

CLASSIFICATION: Non-Exempt

JOB FUNCTION:

The Volunteer Coordinator is responsible for the management of FaithBridge volunteers. This includes the volunteer approval process, volunteer compliance, volunteer relationships and matching of volunteers to foster families. The Volunteer Coordinator also manages and assists our church partners with maintaining the fidelity to the Community of Care Model and ensures that all FaithBridge foster families have access to support.

Core Responsibilities and Expectations

- Manages the volunteer approval process and extendedReach data entry for volunteer files
- Provides communication to volunteers through the approval process and throughout their approval and service.
- Assigns volunteer levels to volunteers and manages their compliance and status in each approval level
- Notifies volunteers, MTLs, Family Consultants, supporting Foster Families or matched foster families as a part of their CoC when volunteers status changes
- Communicates with churches and families when a family needs to be adopted by a COC and completes the matching process
- Attends managers meetings and assists with matching of volunteers and respite homes to foster families and foster family applicants, especially those who are not with a church partner to help build a CoC prior to child placement
- Monitors fidelity to the model by producing reports for the leadership team and updating the operations report weekly. Reports may include but are not limited to volunteer compliance, families with fidelity, unattached respite families, routine caregiver compliance and matches, and families without support.
- Send monthly compliant reports to each CoC
- Send monthly ministry update and fidelity reports to each CoC
- Responsible for oversight and management of the volunteer component of FaithBridge Community of Care model in each Community of Care
- Database management and tracking of volunteer statistics and utilization.
- Assist in planning and hosting of annual volunteer recognitions and celebrations in all CoC's including the Ministry Team Leadership Summit and other MTL events.



- Working collaboratively with other FaithBridge staff in providing the necessary support for the Community of Care and volunteer process
- Must be available for phone calls and web and conference call meetings during work hours as needed
- Daily screen and process volunteer applications – CPS, fingerprints, references, training, etc. and coordinate matching volunteers to foster families.
- Input all volunteer information into eR and is responsible for volunteer files and compliance
- Complete volunteer clean-up projects and close out volunteer files that are non-responsive within 30 days of deadline
- Attend all community meetings (in person) and complete all required all staff trainings

EQUIPMENT USED: cell phone, copy machine, fax, computer

QUALIFICATIONS:

Education and Experience: High School Diploma, working with volunteers or been a volunteered with different organizations.

Skill Requirements: Strong faith in God. Understands FaithBridge Community of Care service delivery model; Strong follow-through skills; Demonstrate strong interpersonal skills; Driving passion for helping families; Proficiency in using Microsoft PowerPoint, Excel, Word and Outlook programs. Familiar with diverse technologies and software; Relational, working with diverse populations (volunteers, church leadership, foster families, FaithBridge family consultants and other staff), and demonstrates a cultural sensitivity; Good listening skills and good communications skills – (written and oral); Ability to multi-task; Detail-oriented and organized.

Physical Requirements: Hearing and speaking ability which allows for effective oral communication of information physical and emotional stamina to effectively handle job related issues and stress.