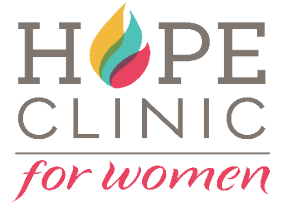


Hope Clinic for Women Job Description



Position Title: Volunteer Coordinator
Position Type: Part-time (20-30 hours/week)
Typically: Monday – Friday 8:30am – 2:00pm. Scheduled alters to include: Wednesday nights, Saturday Mornings and Sunday Mornings as needed (about 25% of the time)
Reports To: Development Manager

Mission

Hope Clinic for Women is a faith-based safe and confidential place for anyone dealing with life choices regarding past, present, and future pregnancies. We provide medical care, professional counseling, education, mentorship, and practical support regardless of age, race, or religion.

Vision

Hope Clinic for Women is a Christ centered ministry existing to honor the sanctity of all human life as exemplified by:

- Teenagers and single adults choosing abstinence until marriage;
 - Women and men choosing life for their child in the midst of a pregnancy;
 - People experiencing God’s grace and forgiveness after an abortion;
 - Transformation of hearts and lives by discovering the purpose and potential God intended for all His children.
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Description:

This position oversees the recruitment, processing, and retention of volunteers serving with Hope Clinic. This position also assists the Development Manager in booking group volunteer activities with churches, businesses, and community organizations.

Volunteer Program

- Secure necessary volunteers for all departments (250 volunteers annually); tracking hours in salesforce.
 - Triage initial volunteer inquiries- emails, calls, and in-person visits
 - Conduct Introduction Classes with CEO and Development Manager.
 - Coordinate Direct Client Training with Client Program Managers.
 - Complete all initial paperwork and background checks for volunteers.
 - Ensure complete pass-off to program managers for volunteer engagement.
- Ensure annual volunteer satisfaction.
 - Create and send annual surveys and make improvements accordingly.
 - Reach out to volunteers throughout the year to ensure satisfaction, good fit and to build relationships.
- Convert volunteers to donors when possible and encourage volunteers to attend events or bring in new volunteers/donors to events.
- Oversee and communicate with community organizations and leaders for group volunteering opportunities and community fairs as appropriate.
- Send a monthly Volunteer newsletter updating all volunteers on events of the clinic.

Church Outreach:

- Assist in booking speaking engagements (pulpit, Bible Studies, women’s groups, and Sunday School classes) for the Development Manager and CEO with our partner churches.
- Book Baby Bottle Campaigns throughout the year (Typically 10-20 annually) services and counseling services.
 - Coordinate with correct church staff contact to ensure baby bottles are brought to the church, collected, and deposited; appropriate thank you notes, etc.
- Secure church, mission, or health fair participation prepare the booth kits and oversee volunteer training and activation for these community engagements.
- Assist and send monthly church newsletter in partnership with Development Manager

Meetings

- All staff working 10+ hours a week are expected to attend twice weekly staff check in meetings and monthly staff program update meetings.
- Attend weekly Admin program meetings
- Check in weekly with supervisor
- Check in monthly with Client Program Managers to assess volunteer goals.
- Attend and prepare for monthly Advancement Board Committee meetings.
- Quarterly staff retreats
- All staff are required to work a 4-6 hour shift for key agency wide fundraising events. This will either be a mix of set-up/during or clean up. Events include: Gala Dinner and Cider Carols.

Preferred Qualifications/Skills:

- Volunteer management experience
- Database/CRM experience

Required education/licensure:

- Bachelor's degree, preferred

AAP/EEO Statement:

Hope Clinic for Women provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Hope Clinic for Women complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Hope Clinic for Women expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.