



Join the HopeSprings Team!

Do you like to be a part of a fast-paced environment where your work has meaning? Then this may be for you. HopeSprings is announcing a position opening for a full-time **Volunteer Coordinator**.

HopeSprings is a 501 (c) 3 that builds human resource capacity to:

- Raise awareness of HIV and AIDS;
- Equip those God has called to serve in the epidemic regionally and nationally; and
- Partner with community organizations providing avenues of engagement.

HopeSprings has hundreds of trained volunteers from 70+ churches throughout the Baltimore region. The Volunteer Coordinator is a crucial role that requires interaction with staff, volunteers, churches, and partners throughout the region.

VOLUNTEER COORDINATOR DUTIES INCLUDE:

- Liaison Activities
 - Serving as the primary contact for liaisons and for all volunteers within churches.
 - Communicating effectively with directors and their staff of our partner organizations as well as with leadership at our partner churches and providing information.
 - Assessing our partner's organizational needs for volunteers.
 - Strategic planning related to utilizing volunteers and liaisons within churches.
 - Maintain HopeSprings Champion relations
- Program Management
 - Coordinate Volunteer Programs
 - Administer established policies and procedures which guide the volunteer programs and services and reflect the values of the organization.
 - Conducting volunteer program evaluation.
 - Assist with program replication and maintenance, including overseeing referrals for brothers and sisters.
 - Maintain referral system and partner relationships for brothers and sisters
 - Coordinate volunteer databases and tracking processes
 - Coordinate and assist with preparation of program reports, analyzing data, and identifying solutions.
 - Ensure requirements and monitor progress for program related grants.
- Volunteer Coordination and Management
 - Working with the Executive Director and Outreach Staff to assist in coordination of outreach efforts and volunteer recruitment.

- Recruiting, scheduling and coaching of volunteers.
- Developing volunteer position descriptions.
- Screening (interviews, required background checks, etc.) and matching volunteers to organizational needs and opportunities.
- Assessing and managing risks related to volunteers.
- Conduct ongoing evaluation of the program and services delivered by volunteers and implement improvements as necessary.
- Creating and updating volunteer program materials (policies and procedures, applications, volunteer agreements, orientation handbooks.
- Training and orientation for volunteers.
- Oversee the tracking of volunteer statistics through managing the volunteer database system.
- Lead staff to work effectively and cooperatively with volunteer support.
- Events and Activities Coordination Related to Volunteering
 - Coordinating all aspects of volunteer activities and events.
 - Coordinating events both large and small.
 - Overseeing volunteer recognition activities.
 - Answering questions and requests via phone, email, and at HopeSprings' events related to volunteer outreach.

QUALIFICATIONS AND REQUIREMENTS

- Education
 - Minimum three years' experience performing duties of the job outlined above; Bachelor's Degree or Associate's Degree Highly Desirable.
- Personal Characteristics
 - Highly motivated self-starter.
 - Ability and willingness to work cooperatively with others.
 - High degree of discretion dealing with confidential information.
 - Demonstrated ability to work independently and as a team.
- Knowledge and Skills
 - Demonstrated written and oral communication skills.
 - Familiarity with Microsoft Office software (Word, Access, Excel, PowerPoint and Publisher), Emma and WordPress.
 - Familiarity with the faith community, nonprofits, and a general knowledge of the HIV/AIDS epidemic.
 - Familiarity with Salesforce.
- Additional Requirements
 - Ability and willingness to work some early mornings, evenings and weekend days.
 - Transportation is required, and you must be able to carry and transport materials and supplies to events and partners.

- The ability to sign a HopeSprings Statement of Faith located at:
<http://hopesprings.org/about/mission-values-vision>

This position is a full-time 40 hours per week salaried position and reports to the Executive Director.

Please send cover letter, resume, references, and salary requirements to hr@hopesprings.org. Any questions about the position can be directed to the same address. Background check will be completed before hiring.

HopeSprings is an equal opportunity employer.

www.HopeSprings.org

www.Facebook.com/HopeSpringsHIV