

Volunteer and Resource Coordinator

Job Description

DESCRIPTION

The V&R Coordinator (V&RC) functions as the primary coordinator of all resource and volunteer activities for the Downtown Fellowship (DF). The V&RC will develop and manage a Resource Bank which includes all of the potential resource and volunteer offerings of DF's members, community partners and those whom DF serves. The V&RC will reach out to DF's members, documenting the resource offerings provided by the members as well as suggesting ways that the member and the member's volunteers may participate in service activities. The V&RC will respond to requests for volunteers or resources as they are needed. The V&RC will update DF's website and social media with the Resource Bank, events, and resource needs and report or announce resource needs and service activities via newsletter articles. The V&RC will purchase and deliver resources, or coordinate volunteers to purchase and deliver resources as needed.

This is a part-time job requiring up to 30 hours per week. Hours are flexible. Paychecks will be produced twice a month. Employment may be terminated by either party at any time.

Examples of resource and volunteer coordination by the V&RC:

Move-In Kits- the V&RC will research and identify supportive housing and/or other housing programs where Move-in Kits are needed in the downtown area. The V&RC will maintain contact with cooperating housing programs, monitoring the need for kits. The V&RC will coordinate funding, purchasing, storage and delivery of Move-in Kits through DF members and volunteers as much as possible.

Care Guides- the V&RC will revise and update the information in the Care Guide by communicating with members and resource providers listed in the Care Guide. The V&RC will coordinate re-printing and delivery of Care Guides through DF members and volunteers as much as possible.

Building Relationships and Community: Walk With Me (WWM) and Life As It Should Be (LAISB)- The V&RC will maintain contact with WWM and LAISB managers to respond to the need for volunteer friends and facilitators, respectively, for these programs. The V&RC will advertise these needs and opportunities to DF members, church partners and the community and recruit for these needs as they arise.

Service Days- The V&RC will plan homeless outreach service days by coordinating with partners to schedule the date, plan for supplies, and advertise the event through the newsletter and partner publications. The V&RC will handle logistics for the event including sign-in sheets and ensuring supplies are delivered to the site. The V&RC will provide an event report in the following newsletter.

Meetings, events, etc.- The V&RC will handle logistics for DF meetings and events including setup, managing sign-in sheets, ordering food, scheduling Zoom, and communication and coordination with the guest speaker as needed. The V&RC will greet guests as they arrive at the event and collect fees as needed.

Membership relationships- The V&RC will maintain relationships with DF members and collect membership fees and contact information for the distribution list. The V&RC will collect member resource and service information for the Resource Bank.

Communications- The V&RC will write and publish monthly meeting announcements, newsletters, social media and other correspondence as needed. The V&RC will maintain the DF distribution list.

Website Maintenance- The V&RC will ensure the DF website is kept up-to-date with the latest information, meeting information and posting of past meeting recordings and newsletters. The VRC will update the website with member resource and service information.

SKILLS and REQUIREMENTS

- Christian faith and regular church attendance.
- Strong interpersonal skills, flexible, and organized.
- Self-motivated, takes initiative and is very responsive.
- Demonstrated ability to work independently and manage time effectively, with attention to details.
- Proficiency with Microsoft Word and Excel and Google Drive.
- Strong writing skills and basic graphic design.
- Familiarity with Mailchimp, Canva, Wix, and social media software or the ability to become quickly familiar.
- Desired: experience with populations experiencing poverty, mental illness, addiction, or related issues.
- Desired: familiarity with Downtown San Diego.