

**MUSKEGON RESCUE MISSION  
JOB DESCRIPTION**

**POSITION TITLE:** Volunteer Coordinator

**REPORTS TO:** Director of Development

**RELATES CLOSELY WITH:** Development Team  
Mission Team Members  
Volunteers  
Local Churches & Businesses

As a team member of Muskegon Rescue Mission, we implement and live out our mission of demonstrating and proclaiming God's love to the less fortunate and homeless people in West Michigan. We do this by caring for and loving the individual as Christ would. We share the Good News of Christ's love and what He has done for us on the cross.

**RESPONSIBLE FOR:**

- Sharing your faith in Jesus Christ and praying with volunteers and co-workers as opportunities arise.
- Recruiting, screening, orientation and assignment of all MRM volunteers
- Compiling, reporting and recording volunteer statistics.
- Scheduling and coordinating volunteers at MRM events.
- Working with MRM leadership to develop, maintain and schedule volunteer opportunities.
- Speaking and representing MRM at offsite events.
- Coordinating and implementing all volunteer communications.
- Establishing and maintaining volunteer relationships with area churches and businesses.
- Any other tasks assigned by supervisor.

**PRIMARY STRENGTHS AND ABILITIES REQUIRED:**

- Must be a born-again believer in Jesus Christ and an active member of a local evangelical church.
- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living. Must desire to serve the Lord in the ministry of rescue.
- Shall subscribe to the bylaws and statement of faith of the organization.
- Must possess excellent written and verbal skills, and be highly organized.
- Must be computer literate with experience in MS Office, Word, Windows, Publisher, and Excel, as well as social media.
- Needs a strong capability to work with volunteers and staff.
- Bachelor's education, or commensurate experience, in event planning, public relations, or communications preferred.

GENERAL INFORMATION:

- Part-time hourly position
- Hours: 28 hours
- Flexibility in hours may be necessary to meet Mission needs.

I have read the above, and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Mission's needs. Furthermore, I understand that Michigan is an "At Will" state and that Muskegon Rescue Mission operates as an "At Will" employer. I also understand that, by signing this document, I am stating that I am able to perform all of these duties as described. I have been given a copy of this description.

---

SIGNATURE

---

DATE

Revised Date: 03/2019

Revised 02/2020