



## MINISTRY DESCRIPTION

**Title:** Volunteer Project Manager

**Schedule:** Regular, full-time

**Department:** Administration

**FLSA:** Exempt

**Reports to:** Volunteer Engagement/Administration Director

### **Ministry Function:**

The Volunteer Project Manager supports the ministry of Convoy of Hope by assisting in planning and leading various volunteer projects.

### **Essential Duties and Responsibilities:**

1. Plan volunteer projects, maintain project supply inventories, and order supplies needed for the projects.
2. Responsible for the set-up and clean-up of work projects and coordinating with the warehouse team on special project warehouse needs (forklift operation required).
3. Supervise various volunteer projects, including weekly Hands of Hope, and special projects as assigned. May include managing and supervising volunteers in the office during times of disaster.
4. In cooperation with VEAD schedule groups for volunteer projects, both for regular and special projects. Includes scheduling of local volunteers during times of disaster.
5. Assist fielding calls and inquiries relating to volunteer opportunities or office internships.
6. Maintain master list of volunteer projects for warehouse and office, and be responsible for project supplies and training.
7. In cooperation with VEAD manage volunteer appreciation efforts which could include but not be limited to volunteer appreciation events and thank-you correspondence.
8. Follows general and equipment specific safety rules Uses appropriate safety protection equipment and other safety devices.
9. Other duties as assigned

### **Required, Knowledge, Skills, and Abilities:**

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. Prior volunteer and event management experience, strong leadership and motivational skills and the ability to independently make decisions are needed for effectively supervising volunteers.
3. Ability to positively contribute to team projects, cooperate with team members, and assist supervisors in planning and evaluation.
4. Must be 25 years of age and have ability to drive a forklift and other warehouse equipment.
5. Excellent interpersonal communication skills, tact, and mediation skills; enjoyment of public speaking.
6. Excellent written communication skills for creating, editing, and proofreading correspondence.
7. Strong organizational skills, ability to be detail oriented and to follow through.

8. Ability to multi-task, solve problems, and manage deadlines.
9. Ability to use a PC and software programs, including but not limited to Microsoft Outlook, Word, Power Point, and Excel.
10. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:**

This position directly supervises both volunteer individuals and groups.

Revised February 20, 2015

Revised: April 11, 2017