



20385 64th Avenue, Langley, BC V2Y 1N5 | 1.800.563.1106 | 604.514.2000 | powertochange.org

Volunteer Coordinator

Job Description

Job Categories:	Administration, Organization
Position Type:	Volunteer
Job Region/Location:	Various locations in Canada
Reporting Relationship:	Reports directly to Ministry Director
Working Conditions:	Normal Office Conditions
Funding:	n/a
Application Deadline:	n/a

Position Overview

Connecting Streams partners with women to help them move beyond their fears to a place where they are actively engaged in their faith, compelled to love others and excited to share the hope they have in Jesus. The Volunteer Coordinator will process and transition new ministry volunteers into their specific ministry stream as well as continue the ongoing process of development and volunteer follow-up.

Responsibilities

Mission statement:

- Assist with fulfillment of vision to attract potential volunteers
- Articulate ministry passion
- Able to dialogue and work with other staff to share ideas and observations

Administrative:

- Share the interview/application/clearance procedure with potential/new volunteers (email/phone)
- Receive documentation from potential volunteers
- Initiate the Clearance process as required by submitting volunteer's completed Criminal Record Check Forms to appropriate institutions
- Confirm completed process documentation from institutions (through email and telephone contact)
- On process matters, act as a liaison between ministry staff, facilities and new volunteers
- Ensure clear communication with Stream Leads regarding new volunteers
- Forward all Volunteer Applications to the Administrative Assistant for Data Entry
- Maintain up-to-date volunteer files for each Ministry Stream

Organizational Growth and Development

- Conduct Exit Interviews for departing volunteers
- Communicate process and protocol to staff as required

Supplementary as required:

- Respond to a variety of inquires from current and potential volunteers

Required Skills and Abilities:

- Interpersonal skills, works well with people
- Interview skills
- Excellent communication skills: verbal and written
- Strong time management/organizational, and administrative skills
- Computer proficiency: email, internet, and Microsoft Office software: Word, basic navigating skills in Excel
- Able to work in a home office environment

Preferred Skills and Abilities:

- Optimistic
- Encourager
- Ability to work independently
- Pleasant

Funding:

This position is a volunteer position and is unpaid.

Please send your resume and cover letter or inquiries to: opportunities@powertochange.org

*** We thank all applicants for their interest in Power to Change; however, only suitable candidates will be contacted to continue the application process. ***

The [mission](#) of Power to Change is to further the movements of Christian evangelism and discipleship. All Power to Change staff members and volunteers work collectively to further this overall religious mission. The successful candidate for this position must have a pre-existing belief and demonstration of lifestyle as outlined in the Power to Change Code of Conduct and Common Vows of Discipline. The successful candidate must agree to, sign and, in all good conscience abide by the biblical principles outlined by these documents. It is a pre-requisite of employment at Power to Change that any and all staff members and volunteers sign and abide by these documents throughout their course of involvement at Power to Change. For a copy of the Code of Conduct and Common Vows of Discipline, please email hr@powertochange.org.