



JOB DESCRIPTION

JOB TITLE: Volunteer Coordinator

DIVISION: Georgia

REPORTS TO: VP Church Partnerships & Marketing

DEPARTMENT: Corporate

SUPERVISION TO: None

CLASSIFICATION: Exempt

FaithBridge Foster Care, Georgia's largest Christ-centered foster care agency (a non-profit organization) located in metro Atlanta, is hiring a Volunteer Coordinator. The Volunteer Coordinator is a mission-driven professional with a passion to support foster families through our church partner Community of Care program.

JOB FUNCTION:

The Volunteer Coordinator provides professional staff support to partner church Ministry Team Leaders (MTLs) and volunteers, ensuring that foster families and the children they care for through the Community of Care (CoC) program receive remarkable and consistent support. The Volunteer Coordinator is responsible for working with the Community Organizer (this new church volunteer role will be introduced in September) to ensure the foster families are well-cared for through the church's volunteers on their Community of Care team. This includes the volunteer approval process (as applicable), volunteer compliance, volunteer relationships and matching of volunteers to foster families. The Volunteer Coordinator also manages and assists our church partners with maintaining the fidelity to the Community of Care Model and ensures that all FaithBridge foster families have access to the support they need, when they need it. Maintaining and tracking volunteer engagement and keeping updated volunteer information in our database is an important part of this position. Additionally, as needed, the Volunteer Coordinator facilitates and delivers Encounter orientation, Ministry Team Leader and volunteer training.

Core Responsibilities and Expectations

- Responsible for oversight and management of the volunteer components of FaithBridge Community of Care Model in each church Community of Care
- Responsible for working with our partner church volunteers, which include the Ministry Team Leaders and Community Organizers to identify needs and assist with the mobilization of the Community of Care volunteers to fulfill those needs – weekly contact with Community Organizers, monthly contact and semi-annually face-to-face meeting with Ministry Team Leaders
- Communicates with foster families who are not with church partners to help connect them to a nearby church with a Community of Care



- Screening and processing of “Routine Caregiver” volunteer applications – fingerprints and background checks
- Attending weekly compliance and managers meetings and assisting with resourcing families underserved by their CoC, matching of respite homes to foster families and foster family applicants, especially those who are not with a church partner to help build a CoC prior to child placement
- Working collaboratively with other FaithBridge staff in providing the necessary support for the Community of Care
- Making and continuing to have personal contact with interested individuals through face-to-face conversation, phone calls and emails
- Supporting/Coordinating Parents’ Night Out in each geocentric FaithBridge City of Care (new initiative will be introduced this fall)
- Assisting in planning and hosting of annual volunteer recognitions and celebrations in all Communities of Care, including the Ministry Team Leadership Summit and other MTL events
- Requesting videos of baptisms and pictures of events from our church partners
- Requesting foster care “story” leads
- Database management and tracking of volunteer information and Encounter forms in Salsa CRM, volunteer utilization; maintenance of church partner files in FaithBridge office
- Preparing and sending monthly ministry update and fidelity reports to each CoC
- Help church partners develop their annual Foster Care Ministry Plan and establish their goals in the 4th quarter
- Attending all community meetings (in person) and completing all required staff trainings
- Assist when needed, in conducting Encounter orientation events and providing comprehensive Ministry Team Leaders and volunteers training

EQUIPMENT USED: Personal vehicle, cell phone, copy machine, fax, computer

QUALIFICATIONS:

Education and Experience: Bachelor’s degree in social sciences, communication or related field. Three years or more of successful work experience in working with volunteers with different organizations in this or a related field. Experience in recruiting, training and supporting volunteers and creating and implementing volunteer programs and training preferred. Experience working in a team-oriented, collaborative environment desired. Nonprofit experience highly desirable.



Skill Requirements:

- Deep and growing personal relationship with Jesus Christ with regular worship attendance.
- Have a passion for seeing people become connected to the church and driving passion for helping families.
- Strong ethical standards and personal attributes that include reliability, professionalism, ability to work independently, positive attitude, and ability to remain calm in stressful situations; ability to create trust and integrity with volunteers, church leaders, foster families, Communities of Care, FaithBridge family consultants and other FaithBridge staff.
- Ability to develop strong and productive working relationships with others; proven ability to cooperate and communicate with diverse populations (volunteers, church leaders, foster families, FaithBridge family consultants and other FaithBridge staff); ability to listen to and communicate with, supervise and empower MTLs and church volunteers to be effective in their roles; impeccable business etiquette in every situation.
- Builds relationships that motivate, guide, and/or reinforce the performance of others toward goal accomplishments.
- Ability to effectively represent FaithBridge Foster Care values and principles in actions.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect.
- Strong organizational and quality management skills with ability to handle multiple, competing tasks and priorities and cope with rapidly changing information in a fast-paced environment; solutions-driven mentality with creative problem-solving abilities; follow through on assignments and projects, with frequent status updates.
- Excellent PC skills including proficiency with Word, Excel, PowerPoint, and Outlook.
- Types with speed and precision to compose, edit and proofread documents using correct grammar, spelling and punctuation.
- Learn and train others on the use of ministry-related and/or department-specific equipment, procedures, policies and assets by presenting information in a logical manner to ensure transfer of knowledge and skills.



THE DIFFERENCE MAKERS:

- You have great attention to detail and follow-through.
- You have a true sense of ownership and are passionate about results.
- You are a skilled communicator and are inspired by the FaithBridge mission. It's all about the children.
- You have a great sense of humor -- even when meeting challenging deadlines.
- You are self-motivated, enthusiastic and a lifelong learner.
- You are experienced in completing research for projects as they arise.

Physical Requirements: Hearing and speaking ability which allows for effective oral communication of information. Ability to physically transport self to various locations. Physical and emotional stamina to effectively handle job-related issues and stress.

Competencies:

1. Act with Integrity and honesty
2. Adaptability
3. Analyze and Solve Problems
4. Build Relationships
5. Self-Starter, Works with Drive and Commitment
6. Focus on Customer Needs
7. Foster Teamwork
8. Influence and Negotiate
9. Detail Oriented and Follows Up Effectively
10. Make Sound Decisions
11. Prepare Written Communication
12. Good at Public Speaking

Compensation: We provide a competitive salary with a comprehensive benefits package along with an amazing culture as part of the FaithBridge experience.

To apply, please send your resume and cover letter to careers@faithbridgefostercare.org