

Warm Beach Christian Camps and Conference Center Ministry Description

Job Title: Volunteer Coordinator/Administrative Assistant
Department: Development
Reports To: Development Director
Revised By: Jessica Wilson
Revision Date: 10/2019

SUMMARY The purpose of this position is to support the overall development effort of Warm Beach Camp by working under the leadership of the Development Manager in the following areas: Supporting all aspects of the Volunteer ministry, keeping accurate volunteer and donor records, completing administrative tasks as assigned, and helping with special events as needed. Anyone filling this position must be a self starter, able to work with minimum supervision, work well under pressure, meet multiple deadlines, maintain strict confidentiality, and pay strong attention to detail. This person shall, at all times, demonstrate cooperative behavior towards donors, volunteers, colleagues and supervisors. Regular attendance is essential for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- A. Support the Volunteer Processes.
 - 1. Special Friends Camp, Kids 2 Camp Auction, The Lights of Christmas and other special events with volunteers
 - a. Maintain the Following on an Annual Basis
 - i. Timeline
 - ii. Database
 - iii. Job Descriptions
 - iv. Applications and supporting documents
 - v. Volunteer Communications
 - b. Coordinate volunteer recruitment efforts for the programs.
 - c. Recruit and schedule volunteers.
 - i. Process confirmations and changes in a timely manner.
 - ii. Produce daily volunteer assignments and lists of volunteer openings in a timely manner.
 - iii. Print all needed materials.
 - iv. Provide Support during the Event
 - aa. Help with Volunteer Check-in and trouble shooting
 - bb. Print daily reports and make corrections.
 - d. Work with the Development Director to determine current, on-going, and future volunteer needs for the programs.
 - e. Coach supervisors to make sure all volunteers are supervised and supported by the departments in which they are working.
 - f. Directly supervise volunteers as needed.
 - g. Make sure that volunteers are thanked and appreciated for the work they are doing for the Camp.

2. Year Round Volunteers: Work with the Development Director to ensure the following:
 - a. Solicit for long and short-term volunteers.
 - b. Maintain Volunteer Files including applications, references, support documents, etc.
 - c. Screen all volunteers.
 - d. Insure proper background checks and other risk management practices are maintained as determined by ministry leadership.
 - e. Schedule or assign all volunteers.
 - f. Maintain a strong and positive relationship with all volunteers.
 - g. Keep communication current with volunteers, including a monthly production of the volunteer newsletter.
 - h. Maintain volunteer records in Raiser's Edge.
 - i. Work closely with the Development Manager to determine current, on-going, and future volunteer needs for Warm Beach Camp.
 - j. Produce volunteer reports for the Business Office.
 - k. Maintain current documentation and correspondence with volunteer organizations, such as SOWERS, MMAP, Hard Hats for Christ, etc.
 - l. Coordinate and schedule appropriate work for women volunteers.
 - m. Orient incoming volunteer RV groups and long-term individual volunteers.
 - n. Coach supervisors to make sure all volunteers are supervised and supported by the departments in which they are working.
 - o. Make sure that volunteers are thanked and appreciated for the work they are doing for the Camp.

B. Special Events and Administrative Support

1. Assist in preparation and/or direct the production of the Partners in Ministry Dinner, Neighbors Tea and other Special Events as needed and/or assigned.
2. Recruit and coordinate volunteers needed for Special Events.
3. Assist with Event logistics.
4. Provide administrative support to the Development Director and team as needed.
5. Prepare necessary materials for Development and Volunteer meetings in a timely manner.
7. Maintain timely volunteer correspondence (Phone calls, e-mails)

SUPERVISORY RESPONSIBILITIES

Supervise volunteers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of and experience with Microsoft Office Suite, particularly Excel and Word.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

CROSS TRAINING

The employee in this position will be available to be cross-trained into other areas of the ministry as needs arise.

MINISTRY STATEMENT

Warm Beach Camps and Conference Center provides Christ-centered environments, experiences and resources to draw people to God through camping ministries, conferences and events. As a staff, one of our commitments is to carry out our responsibilities in a way that will "keep the path clear to the Cross."

POSITION CLASSIFICATION

This is a full-time, year-round position.