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| Position: Director of Volunteers |
| Reports to: The Vicar & Executive Director |

Position Overview

The Director of Volunteers is responsible for establishing and maintaining a vibrant ministry of Volunteers which enhances and expands the impact of *Lord of the Streets* (LOTS). The Director of Volunteers Recruits, Trains, Utilizes, Resources, and Applauds highly motivated and effective Volunteers, and ensures the safety of all Volunteers.

The Director ensures that Volunteers understand, embrace and help implement the Mission, Vision and Core Values of LOTS.

The Director of Volunteers works with all staff members of LOTS on a team committed to self-disclosure and praying for one another, to learning, and mutual support and encouragement.

The Director is full-time and reports to the Vicar/Executive Director of LOTS.

Duties and responsibilities

Recruiting and Training

- In consultation with the Vicar/ED and the staff, identifies onsite and off-site Volunteer needs and opportunities for LOTS.
- Develops and updates clear, written job descriptions for each onsite and off-site Volunteer opportunity at LOTS. The descriptions include
 - 1) the purpose of the position
 - 2) the responsibilities and expectations
 - 3) the prerequisites and desirable skills of the applicants
 - 4) the connection between the position's contributions with the Mission and Vision of LOTS
 - 5) what the volunteer can expect from the LOTS' (e.g., ongoing training, access for help, communications, evaluation-feedback, etc.).
- Develops and implements a plan for recruiting and retaining sufficient numbers of Volunteers for each weekday and weekend ministry of LOTS to be adequately staffed and fully functioning.
- Provides the staff and Volunteers a weekly and a monthly schedule of Volunteers
- Recruits, schedules, organizes and prepares individual and/or group Volunteers for specific short-term projects at/through LOTS.
- Provides regularly scheduled training for new Volunteers.
- Designs, implements and oversees an apprenticeship program for those Volunteer positions of a more complex nature, as determined by the Director and the Vicar/ED. This apprenticeship includes observing experienced Volunteer(s) (or staff member) on multiple occasions over a specified amount of time, and being assigned during this time of apprenticeship to one or more experienced mentors who provide encouragement, insights, and feedback.

Management and Communications

- Develops and implements Volunteer policies and procedures.
- Establishes and maintains regularly updated and accurately reported information about all Volunteers and applicants to Volunteer. This includes
 - 1) a comprehensive and “by-the-position” database of the repeating and one-time Volunteer opportunities and needs at LOTS that is easily retrievable
 - 2) producing weekly and monthly reports on the number of Volunteers who served in those timeframes, the number of hours contributed by the Volunteers, and the financial in-kind value-add of the Volunteer services
 - 3) providing the Director of Business and Finance and the Director of Development with accurate contact information for all LOTS’ Volunteers.
- Establishes and implements a calendared rhythm of regular communications with Volunteers.
- Schedules and convenes regular meetings (i.e., no-less-than 2x/year) of the teams of Volunteers in each area of service (e.g., Assessment-Referral Counselors, Welcome & Data Capture Team, Clothing & Hygiene Center Team, ID Assistance Team, Life Enrichment Class leaders, Prayer Teams, Remote Shower Team, Sunday Worship Service Team, Sunday Cook and Serve Team leaders/coordinators, etc.).
- Ensures the regular recognition and applause of Volunteers, in writing and in public forums.
- In conjunction with the Communications team, identifies and regularly prepares social media content that highlights stories of impact from contributions provided by LOTS’ Volunteers, as well as regular updates on Volunteer needs at LOTS.
- Represents LOTS when initiating visits to leaders of supporting congregations and organizations, and when offered invitations to speak at congregations or organizations.

Administration:

Keeps receipts, Tracks and reports personal and organization’s approved expenditures, and Prepares and submits monthly Reimbursement Form for expenditures for the ministry.

Qualifications

Superior emotional and relational skills.

Self-initiating, willing and committed to asking for appointments with congregational and organizational leaders.

Excellent speaking and writing communication skills.

Organized, and proficient with software for spreadsheets, reports, and social media articles.

Must have reliable personal transportation.

Working conditions

This position includes work in/from an office, but requires both regular walking to observe and interact with and encourage volunteers. Some travel to congregations and organizations to recruit Volunteers or represent the Mission and ministries of LOTS is required.

Physical requirements

This person will be required to stand and walk around for a large portion of the 6-7 hours onsite at LOTS per day, Monday through Friday.

Compensation

The compensation package includes base salary, health insurance, SSN payments, retirement pension benefits, paid time off, and usually (though not guaranteed) end-of-year bonus. The initial base salary ranges between \$40,000-\$42,500, depending on experience and skills set.

Further essential information:

The MISSION of LOTS:

Lord of the Streets (LOTS) is a church community that Welcomes, Restores and Rebuilds lives through relationship-focused ministries with the homeless and formerly homeless.

Our further commitment is to help equip and encourage the wider Church to do the same.

The VISION of LOTS:

A city without homelessness; where the formerly homeless are both housed and deeply connected in a network of relationships that reinforce dignity, health and productivity.

The CORE VALUES of LOTS:

Faithfulness: Our first commitment is to love and obey God in all we do. In doing so, we re-present God and bring God glory.

Relationships: We see and serve people of inherent and eternal dignity, with names and stories and depth waiting to be discovered by those who show up consistently, listen carefully, and pray specifically. We work to earn credibility, establish trust, and reinforce each person's belovedness.

Community: We invite neighbors, volunteers, supporters and staff to be valued members of a church community, a network of caring relationships rooted in faith in which everyone both contributes to others and receives from others.

Compassion: Our hearts break over the things that break God's heart, and we work with and for each other to address both immediate and lifelong holistic needs.

Teamwork: We pursue collaborative partnerships in order to maximize the utilization of resources and reduce duplication of efforts in meeting more of the needs of more of our neighbors.

Humility: We are committed to ongoing learning, from our own efforts and from others, and to applying what we learn.