

The Episcopal Diocese of Texas Position Description

Volunteer Coordinator for Harvey Recovery

Department: Hurricane Recovery

Reports to: The Rev. Stacy Stringer, Director of Hurricane Recovery

FLSA Status: Non-Exempt (Part-Time)

Project Overview

The Harvey Recovery mission of the Episcopal Diocese of Texas is to leverage the gifts of our congregations to enable recovery of the homes and lives of the elderly, disabled and impoverished people affected by the storm in our region. Through our partnership with Episcopal Relief & Development and the use of volunteer labor, we will facilitate the recovery of communities where we live, work and worship. Our churches will develop new connections and grow community resilience for future crises by serving in a relational capacity with survivors and partnering with multiple types of organizations.

Position Overview

Under the direction of the Director of Hurricane Recovery, the Volunteer Coordinator will provide mission support to recruit volunteers for the Episcopal Diocese of Texas to serve on Hurricane Harvey recovery projects. Interested volunteers are to be matched to Harvey Recovery projects based on skills and availability.

This position runs through December 31, 2019 with the possibility of extending another year. Initial work schedule is 24 hours per week and will require the ability to accommodate a varying schedule which would involve occasional Saturdays or Sundays, occasional evenings, and some travel to work sites. This position has the potential to increase to 30 – 40 hours.

Qualifications:

- Bachelor's degree preferred

Essential functions and responsibilities:

- Promote volunteer opportunities and recruit volunteers through a variety of technologies and occasionally in person
- Provide rapid response to volunteer inquiries in accordance with project metrics
- Liaise with multiple program work hosts to clarify project needs and volunteer requirements
- Track and provide reports on volunteer recruitment progress
- Assure completeness and accuracy of volunteer applications
- On occasion, be on site to welcome, orient, and serve alongside volunteers
- Demonstrate strong communication, technology, and client service skills which are foundational to this work.
- Assist with other duties as assigned.

Qualifications desired and success factors:

- Excellent organizational abilities
- Skillful in coordinating multiple simultaneous activities
- Adapts swiftly and effectively to shifting priorities and unforeseen project complications in a non-centralized work context
- Appreciation of how attention to small details may significantly impact project success and the volunteer experience
- Ability to patiently coach volunteer candidates over the phone through the application process
- Proficiency learning and utilizing multiple technologies
- Passionate about serving the highly vulnerable
- Experience as a volunteer and/or experience working with volunteers preferred

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee is often required to walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, talk and hear. Employees must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work environment:** while performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.
- **Work environment** occasionally involves indoor and outdoor work sites where home repair is in operation.
- **Travel:** While performing the duties of this job, the employee must have available and reliable personal transportation; be able to drive approximately 3-hours from Houston one-way on average once or twice a month. (Mileage is reimbursed); be able to travel overnight occasionally (approximately 5%).

How to Apply

Please e-mail resume and cover letter to: zturnbull@epicenter.org