

Volunteer Manager

Serve as a member of the Human Resources Department and reports directly to the Human Resources Director. Responsible for the recruiting, training and recognition for volunteers of the KSBJ Volunteer Program.

Duties include:

- Coordinate all volunteer needs for KSBJ both in-house and community needs which includes establishing and maintaining volunteer profiles for identifying best matches to volunteer opportunities
- Screen and interview volunteer applicants
- Develop and implement a strategy for all volunteer recruiting sources (off-site promotions and events, KSBJ concerts, colleges, service groups, churches, social networks, etc.)
- Seek networking opportunities with the idea of enhancing current Volunteer program
- Assist in the development and implementation of comprehensive training for all volunteers (phone, Special Events, Sharathon, Prayer Station and promotion volunteers). Oversee and coordinate w/ Prayer Consultant all training (both on and off-site). Develop and/or update all applicable training materials.
- Develop and implement a communication vehicle (i.e., newsletter) to volunteers monthly
- Enhance the process of volunteer reporting (i.e., volunteer hours, retention, etc.)
- Establish and implement an ongoing volunteer recognition program (including events to celebrate the volunteers)
- Responsible to ensure the integrity of KSBJ policies/procedures
- Must be available for off-site events, concerts and activities
- Oversee the ongoing updating of resource materials
- Administrative duties as applicable to position
- Other duties as assigned

Qualifications:

- 5-8 years previous volunteer recruiting experience including networking
- Must have a heart for Christian Ministry and volunteers
- Excellent verbal, written and interpersonal skills, conflict resolution experience a plus
- Working knowledge of database, proficient in windows and software applications
- Innovative and solution-minded
- Understand social networking as recruiting tools
- Must be a self-starter who can work independently
- Must be flexible with work schedule

To Apply:

Resumes should be mailed to:

Human Resources, 1722 Treble Drive, Humble, Texas 77338 or email

VolunteerManager10@ksbj.org

We are an Equal Opportunity Employer M/F/D/V