

## **VOLUNTEER COORDINATOR**

**General Duties:** Enlist and recruit volunteers. Facilitate orientation meetings for new volunteers via Zoom or in person.

### **Responsibilities:**

- Post volunteer opportunities on free volunteer websites. (volunteermatch.org, idealist, and other free websites)
- Email volunteer application and orientation information to new volunteers.
- Process background check on new volunteers.
- Set up and facilitate orientation meetings via Zoom or in person.

### **Requirements:**

Will need a computer, Microsoft Office, and access to the internet.

### **Please Note:**

This is an overview of the main details of the role. It is not an exhaustive list.

Impact Change is a Christian organization. Volunteers can expect biblical principles to be shared in emails and meetings as well as prayer during meetings. Volunteers will be expected to have a commitment to Christ.