



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

VOLUNTEER ENGAGEMENT COORDINATOR

JOB TITLE: Volunteer Engagement Coordinator

DEPARTMENT: Outreach

REPORTS TO: Community & Volunteer Engagement Director

STATUS: Full-time or Part-time

CLASSIFICATION: Non-exempt

WORK HOURS: Monday-Friday, flexible hours. 2-4 evenings/month

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Volunteer Engagement Coordinator serves as an initial point of contact for TreeHouse volunteers. Screens and suggests placement of volunteers in appropriate programs and activities. Carries the primary responsibility for recruitment and support of volunteers with specific sites or programs. Provides staff support in coordinating and supervising volunteers. Assists with the preparation of appropriate volunteer training and procedure manuals. Conducts initial volunteer orientation and some training sessions.

ESSENTIAL JOB FUNCTIONS

- Assist in recruiting, screening, interviewing, training, and placement of new volunteers.
- Update volunteer recruiting site postings
- Track volunteers through the onboarding process, and assist with evaluations of recruitment and onboarding processes.
- Prepare and maintain all documents related to volunteers.

- Assist in the analysis, preparation and presentation of outcome reports on the extent, nature and value of volunteers.
- Coordinate volunteer appreciation activities, such as preparing birthday cards, quarterly thank yous, etc. for site staff to deliver to volunteers.
- Assist with the development and coordination of volunteers who help with recruitment and speaking on behalf of TreeHouse.
- In collaboration with the CVET and Area Directors, develop and coordinate one-time volunteer opportunities.
- Conduct assigned initial volunteer online orientation and training sessions.
- Assist with processes for volunteer evaluation, recognition and recruitment.
- With direction from Community & Volunteer Engagement Director, have regular touch points with site staff and key volunteers for support in their volunteer engagement.
- Influence and motivate staff and volunteers through personal power by coming alongside, not through a position of authority.
- Routinely participate in TreeHouse programs to connect with volunteers and experience current programming firsthand.

QUALIFICATIONS

- Three or more years of experience working with volunteers in social service or non-profit management
- Knowledge of community engagement and experience
- Preferred:
 - Bachelor's degree
 - Certification in CVM
- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Strong interpersonal skills; ability to forge positive working relationships with a wide variety of people
- Self-motivated with ability to meet deadlines independently and as part of a team
- Excellent written and verbal communication skills
- Sound judgment and confidentiality