

CHRISTIAN BRIGADES

Position Description

Volunteer Relations

Position Title: Volunteer Relations		Location: Virtual
Length of Performance: 1 year		Time Commitment: 12hrs/week.
Mission & Values	<ul style="list-style-type: none"> • Christian Brigades is an interfaith organization providing sustainable healthcare development and educational structure to rural communities around the world. • Hope, Reach, Empower 	
Role Purpose	<ul style="list-style-type: none"> • Ensure that all volunteers are well informed, feel supported, & have a good experience; while keeping all administrative volunteer files up to date and organized. 	
Key Responsibilities	<ul style="list-style-type: none"> • Create/Follow-Up with Volunteer files, payments, invoices, receipts • Assist with Volunteer Alumni engagement • Schedule Interviews and Orientations with New Volunteers; Verify References • Maintain confidential records and files organized & up-to-date • Create surveys for volunteers, send text reminders when emails are sent & update roster with responses • Provide high quality of service to volunteers • Attend monthly team meetings & take notes 	
Relationships	<ul style="list-style-type: none"> • Volunteers • CB Management Director 	
Qualifications	<ul style="list-style-type: none"> • CA Driver's License, must have reliable transportation & laptop & access to wifi • Experience working with people from diverse backgrounds & ages • BS/BA, Certification or working towards a degree in any of the following: Business Management, Public Health, Nonprofit Admin, Accounting. • Organized, neat & detail oriented • Fluent interpersonal skills with a variety of constituents • Strong verbal & public speaking skills • Strong written communication ability, especially professional emails • Ability to lead and inspire volunteers working with CB • Excellent computer skills, including database management/researching 	
Training	<ul style="list-style-type: none"> • Creating Surveys, Evaluation Tools, Volunteer Management Certification 	
Reports to	<ul style="list-style-type: none"> • CB Management Director 	
Development Opportunities	<ul style="list-style-type: none"> • Chance to improve/gain knowledge: public speaking, computer programing, nonprofit management, interpersonal relations, leadership empowerment, volunteer engagement, accounting, contract law. 	
Compensation	<ul style="list-style-type: none"> • CB \$1,500 Trip Fee (covered by CB) 	

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date