

Volunteer and Neighborhood Event Coordinator

Job Description

Parker Street Ministries, Inc. (PSM)

POSITION TITLE: Volunteer and Neighborhood Event Coordinator

REPORTS TO: Director of Development / Director of Finance and Business Operations

Purpose of Position:

Parker Street Ministries is a 501(c)3 nonprofit organization committed to Gospel-centered community development beginning in Lakeland, Florida's Parker Street neighborhood through four goal areas of Lifetime Learning, Desirable Neighborhood, Financial Fitness, and Healthy Community. The purpose of this position is to support staff in the management and development of volunteers that assist in the delivery of PSM programs and services. This sometimes includes directly managing volunteers (such as in workgroups) and/or providing volunteers to staff (such as in the academic enrichment program) who supervise volunteers. It also includes the coordination of annual neighborhood community gatherings.

Time Required: Full-time salaried position at \$29,500 plus benefits. This is an FLSA exempt position and not eligible for overtime.

Job Responsibilities:

1. Learn and align with PSM's core message, values, and annual action plan, allowing these essentials to inform all communications activities
2. Submit to PSM's methods, processes, and tools for accomplishing its program and business operations
3. Work with awareness of entire team and need for this role to work well within it
4. Understand volunteer coordinator's primary role is support for staff rather than involved in or planning program
5. Recruit, train, help orient, and develop skill based volunteers to serve PSM effectively and to be advocates for PSM and the poor
6. Communicate internally and externally in a way that is integrated with ministry as a whole and conforms with branding, communications, and development goals
7. Ability to relate volunteer activities to mission of PSM and the Gospel
8. Organize and maintain volunteers/services through policies, forms, volunteer job descriptions, records, and supplies
9. Evaluate and prepare reports on the contributions of the volunteer program
10. Ensure volunteers work in a safe, healthy, and supportive environment
11. Control the volunteer program/service by evaluating risks to include ongoing implementation of background checks
12. Maintain an acknowledgment process for all volunteers
13. Actively recruit volunteers throughout community
14. Plan and implement at least five annual neighborhood events: spring, summer, National Night Out, fall, and Neighborhood Christmas Store
15. Answer phone and door as needed when receptionist is out.
16. Incorporate indigenous leadership development, listening, and interactive activities into neighborhood gatherings

Job Requirements:

1. Level of Education
 - Minimum of two years of college preferred
2. Work Experience
 - Prefer two years related experience

3. Ability to hold in confidence information gained in the performance of duties and overheard in the office environment
4. Personal Gifts and Skills
 - A profession of faith in Jesus Christ that is demonstrated through Christian growth, church membership, and relationship
 - Strong organizational, communication, and administrative skills, including Microsoft Office Suite proficiency – the ability to perform responsibilities without administrative support
 - Effective verbal, written, public speaking, and presentation skills
 - Ability to make connections, building bridges to and from the Parker Street neighborhood
 - Willingness to act as an advocate for those held captive by poverty
 - Self-disciplined, self-starting work style, accustomed to operating without supervision while capable of supervising and motivating others and working within a team
 - Flexibility and ability to adapt to new situations
 - Have excellent follow through
 - Be consistent and detail-oriented

Working Conditions:

1. The Volunteer Coordinator works 40 hours per week (10am-6pm during school year and 8:30am-4:30pm summer camp) and attends staff meetings. Times vary according to program needs (varies according to school year and event).
2. Occasional weekend and before/after hour duties required.
3. Be present at major PSM events.

Performance Criteria:

The Director of Development and Communications and the Director of Finance and Business Operations, based on this job description, will complete written performance evaluation of the work of the Volunteer and Neighborhood Events Coordinator. This annual evaluation will be placed in the employee's personnel file. A formal review will be held after the first 30, 60, and 90 days of employment. There will be an annual review and informal reviews if needed.

Vacation/Benefits:

Health insurance, a retirement savings match, and paid vacation time for full-time employees alone is provided and paid for by PSM.

Additional:

- Parker Street Ministries offers equal employment opportunities to all employees and all who apply for employment. There will be no regard to race, color, sex, national origin, age, disability or genetics in any decisions concerning conditions of employment. Parker Street Ministries complies with applicable state and local laws concerning discrimination in the workplace.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirement because they pose health or safety risks to themselves or other employees may be excluded from this position.
- This is a drug free workplace and all staff are subject to drug testing.
- Successful applicants must also pass background checks.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Next Steps:

Please send your resume with a cover letter to Business Operations & Finance Director Hannah Ferguson at admin@psmlakeland.org.