

# Volunteer and Neighborhood Event Coordinator Job Description

**POSITION TITLE:** Volunteer and Neighborhood Event Coordinator

**REPORTS TO:** Director of Operations

## **Background of Parker Street Ministries:**

Parker Street Ministries (PSM) is a 501(c)3 nonprofit organization committed to Gospel-centered community development beginning in Lakeland, Florida's Parker Street neighborhood through four focus areas: Fostering Spiritual Growth, Supporting Lifetime Learners, Stabilizing the Neighborhood, and Cultivating Connections. PSM's core values are demonstrating humility by keeping God first, honoring truth of Scripture and truth in our relationships, being present with each other, affirming dignity of each person as made in the image of God, and committing to unity through healthy relationships.

## **Purpose of Position:**

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 may include 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 family dinner nights and neighborhood community gatherings.

## **Time Required:**

Full-time, salaried position at \$42,000-\$46,000 per year. 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. Awareness and understanding of the need for this role to be cohesive with all other roles and positions at PSM
4. Understand primary role is supplying volunteer support for program
5. Recruit, train, help orient, and develop skill-based volunteers to serve PSM effectively and to be advocates for PSM and the under-served
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 volunteers
10. Ensure volunteers work in a safe, healthy, and supportive environment
11. Control the volunteer program/service by evaluating risks that include ongoing implementation of background checks
12. Maintain an acknowledgment process for all volunteers
13. Actively recruit volunteers throughout the community

14. Plan and implement annual neighborhood events: spring, summer, National Night Out, fall, Neighborhood Christmas Store, and monthly family dinner nights
15. Answer phone and door as needed when Administrative Assistant is out
16. Incorporate indigenous neighborhood leadership development, listening, and interactive activities into neighborhood gatherings

**Additional Responsibilities:**

1. Special care should be taken to ensure that the company utilizes its tax-exempt status in the procurement of taxable items.
2. Possess thorough working knowledge of all job descriptions and responsibilities of all employees and volunteers.
3. Attend staff meetings and work with senior leadership team for smooth and integrated internal operations.
4. Individual advocacy alongside residents.
5. Neighborhood leadership development.

**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 the 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-hours duties required.
3. Be present at major PSM events.

**Performance Criteria:**

The Director of Operations, based on this job description, will complete a 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 requirements 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 describing an "at will" employment relationship.

**Next Steps:**

Please send your resume with a cover letter to [people@psmlakeland.org](mailto:people@psmlakeland.org) for an application.