



## Volunteer Leader – Village of Hope Volunteer Service Description

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<b>Job Title:</b>	Volunteer Leader
<b>Reports To:</b>	Manager of Volunteer Services
<b>Written By:</b>	Director of Volunteer Services & Manager of Volunteer Services
<b>Position Summary:</b>	The OCRM Volunteer Leader will assist in the coordination and leading of a team of volunteers.
<b>Date:</b>	03/19/08

### **Volunteer Service Responsibilities and Duties**

1. Proactively build/recruit a team of volunteers skilled in your area of giftedness. For example, if your skills are administrative, landscaping or professional level (tutoring, child development or otherwise), you would actively engage others in to become a volunteer of OCRM in those specific areas.
2. From the volunteer team above, select and develop two apprentices for future leadership roles.
3. Attend and participate in quarterly *Volunteer Leadership Gatherings*.
4. Assist with volunteer trainings and volunteer team adherence to VOH policies and procedures.
5. Maintain regular communication with volunteer team, to ensure assigned needs and goals are well coordinated.
6. Assess and review volunteer team needs.
7. Follow direction of OCRM staff and Manager of Volunteer Services.
8. Report any concerns immediately to OCRM staff, Manager of Volunteer Services or Director of Volunteer Services.

### **Job Skills & Requirements**

1. Demonstrate a Christ-centered behavior, i.e. treating people with dignity, respect, compassion and integrity at all times.
2. Ability to communicate effectively and motivate others to action.
3. Strong organizational skills and planning skills
4. Ability to work autonomously and strong degree of flexibility.
5. Have availability that will match the hours needed for this position (minimum 5 per month)
6. Must provide two personal references.