



## Volunteer Job Description

www.africanewlife.org | 7405 SW Tech Center Dr. # 144 | Portland, OR 97223 | 503.906.1590

---

### Volunteer Coordinator

**Position Type:** 10-15 hours/week, non-paid

**Point Person:** Executive Assistant

**Start Date:** January 2017

**Length of Service:** One year (flexible)

**Commitment Level:** High

#### Position Summary

The Volunteer Coordinator works in the U.S. office and provides direct support to the broader staff by assisting in the formation, recruitment, training, and coordinating of ongoing Africa New Life volunteers. This individual will serve a significant role in the ministry by working as the liaison between volunteers in various capacities and staff. They will also play a role in designing the structure of the volunteer program.

Africa New Life Ministries is looking for a reliable volunteer with strong inter-personal skills and experience coordinating personnel. Specific hours can be determined in agreement with the volunteer but must be consistent. This position will require a high degree of commitment.

#### The Volunteer Coordinator will participate in the following areas of responsibility:

- Scheduling volunteers to meet ministry and volunteer needs
- Recruitment and assessment of volunteers on an ongoing basis
- Orienting and onboarding volunteers to the ministry and specific roles
- Maintaining strong relationships with volunteers and staff
- Assisting in the development of the volunteer program

#### Required Qualifications:

- Previous experience coordinating volunteers or paid staff
- Moderate knowledge and experience with computers, Microsoft suite
- Ability to maintain volunteer, staff, and donor confidentiality
- Strong communication and interpersonal skills, interest in acquiring higher than average knowledge of Africa New Life Ministry.

Please email Megan Westby at [megan@africanewlife.org](mailto:megan@africanewlife.org) for further information,  
or apply online at [africanewlife.org/volunteer](http://africanewlife.org/volunteer)