

Together Volunteer Coordinator

Job Status: Full time - Temporary (ends October, 2018)

Reports to: Director of Event Operations

Department: Events

Location: Dallas-Ft Worth, Texas

Core Competencies:

- A follower of Jesus Christ and in agreement with the PULSE statement of faith and mission.
- Able to effectively communicate with varying audiences using a variety of formats and media to foster relationships.
- Organized and given to detail, with excellent oral and written skills.
- Servant heart and attitude.
- Competent with a Mac computer and also comfortable with Microsoft Office.
- Teachable with the ability to quickly pick up new ideas, processes and procedures.

Key Responsibilities & Objectives:

- Build and direct an “army” of volunteers engaging in Together.
 - Work with the Operations Director for a volunteer needs list, shift times and dates.
- Build relationships with local ministries, churches and businesses to engage their networks.
 - Create excitement about Together with new and existing partnerships.
 - Strategize ways to build new partnerships and recruit volunteers.
 - Work with the Operation Director to create a volunteer needs list for each event.
 - Recruit team leads and individuals to meet the volunteer needs goal.
 - Execute all plans with attention to detail and adherence to deadlines.
- Build a volunteer database (Use PULSE’s Salesforce system).
 - Track all volunteer contact information, service hours, and ways they desire to serve.
- Create an environment volunteers remember as Jesus-centered.
 - Communicate expectations and information in a timely manner.
 - Love the volunteers through words, actions, and deeds.
 - Work with key players for accurate and timely design/creation of print and web needs for volunteer information and onsite needs (credentials, water, snacks, etc) so volunteers feel appreciated.
 - Coordinate on-site event volunteers (volunteer check-in, check on volunteers throughout site, etc).
- Work various events and mobilize with the Ground Team to promote and recruit.
- Be an integral part of the Event Operations Team.
 - Work hand-in-hand with Event Operation Directors through prayer and event planning.

Other Responsibilities:

- Provide a weekly report to the Executive Vice President and Director of Event Operations.
- Engage in personal and team development opportunities presented by PULSE leadership.
- Follow all policies and procedures outlined in the PULSE HR manual.
- Assist and perform any and all other duties as assigned.