

# HopeWorks Community Engagement Coordinator Job Description

## **POSITION TITLE: COMMUNITY ENGAGEMENT COORDINATOR**

This full-time position is a key role in the Volunteer and Community Engagement Program at HopeWorks. Overall objectives are:

- Support the ministry of HopeWorks by strengthening existing relationships with volunteers and supporters through training; broadening and deepening their engagement and ministry experience
- Recruit and train new volunteers, faith encouragers, lunch providers
- Engage and empower volunteers to acquire training and skills to maintain successful relationships with HopeWorks students, staff and neighbors
- Help connect community partners and neighbors to the HopeWorks vision and ministry
- This position will report to the Administration department

## **RESPONSIBILITIES:**

- ❖ Responsible for recruiting volunteers for all opportunities HopeWorks offers
- ❖ Responsible for orientation and training of all HopeWorks volunteers
- ❖ Ensure all volunteers are well-cared for, communicated with on a regular basis, well-utilized, and recognized
- ❖ Responsible for record keeping of all aspects of the volunteer program
- ❖ Responsible for developing monthly reports regarding volunteers, training, and activities of volunteers for supervisor and Executive Director
- ❖ Develop volunteer flow and additional entry points for volunteers
- ❖ Responsible for organizing and gathering all required documents to be submitted to SCDC for volunteer PREA training
- ❖ Responsible for working with the HopeWorks Personal and Career Development (PCD) Supervisor to ensure that a Faith Encourager is assigned to every student who requests one
- ❖ Attend weekly HopeWorks staff meetings to communicate with staff regarding volunteer activities, success stories, and challenges
- ❖ Attend area community events to establish relationships with neighbors
- ❖ Serve as the contact person and coordinate events at HopeWorks sponsored by supporting churches and community organizations
- ❖ Keep monthly stats on all volunteer activities
- ❖ Coordinate the ordering and delivery of meals to the PCD classes held at Shelby Co Division of Corrections including graduation meals
- ❖ Schedule appointments with case managers from other agencies for clients to receive health and hygiene supplies
- ❖ Support the efforts of the health and hygiene team of volunteers

- ❖ Schedule volunteers to provide lunches during the PCD class on Summer Ave.
- ❖ Develop a conversation partners program for students in the English as a Second Language program
- ❖ Develop a one-on-one tutoring program for students in the adult education program
- ❖ Administrative duties as assigned