

World Relief

Immigrant Family Services Volunteer Coordinator

Description

World Relief is a unique and invigorating place to work. We are looking for talented, ambitious and collaborative people to come alongside our mission, vision and values as we partner with churches to empower the most vulnerable in the world. We hope these resources provide more insight into your hiring journey with us.

The goal of this position is to connect volunteers with service opportunities within WRC's Immigrant Family Services program areas in the Aurora office, including the provision of basic needs and support for refugee/immigrant clients through relationships with churches, volunteers, and organizations. This position will directly oversee volunteer management within Aurora and Carol Stream social services programs and will be responsible for recruiting, training, placing, and supporting volunteers with the ultimate goal to facilitating mutually beneficial relationships between refugee/immigrant clients and volunteers. This position allows for the chance to specialize further into key areas of volunteer engagement in first year as refugee resettlement increases.

Compensation: \$18.00 - \$19.00 DOE

ESSENTIAL FUNCTIONS:

- Supervision, Support, and Recognition: Oversee volunteers who serve as Friendship Partners, Youth Tutors, Transportation Assistants, and in other capacities, such as one-time volunteer needs among social services programs.
- Training: Provide role-specific training to new volunteers and update training materials for continued improvement as necessary
- Matching Grant metrics: Secure and record the required in-kind donation match for WRDA's Matching Grant program, through volunteer service hours and recording all in-kind donations to clients enrolled in the program.
- Track Volunteer Involvement: Maintain required records per office and grantor requirements, and assist with grant reports as requested.
- Links to Client Services: Attend weekly internal client progress assessment meetings and other departmental meetings (as necessary) to share volunteer input on client adjustment and to better guide volunteers in assisting clients toward their goals.
- One Time Opportunities: Develop meaningful service projects and activities for small groups leading toward longer-term volunteer engagement.
- Community Representation: Coordinate among volunteer coordinators, Leadership Team, and Management Team to assist in fulfilling speaking and informational event requests. On occasion, represent WRDA at community events.

- Other Responsibilities: Assist team members when necessary and perform other tasks as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated ability to mobilize, convene, motivate, coach, and facilitate individuals and teams toward a common purpose
- Cross-cultural experience and an ability to train and educate adult learners about cross-cultural relationships and dynamics
- Excellent interpersonal and written/spoken communication skills
- Excellent problem solving and planning abilities, and a willingness to analyze and adapt processes to better achieve goals
- A self-starter with strong initiative, follow-through, and organizational skills; must be able to prioritize, multi-task, and be attentive to details
- Basic computer skills (Word, Excel, Publisher, Power Point); other design/marketing skills a plus
- Bachelor's degree preferred

REQUIREMENTS:

- Mature and personal Christian faith
- Committed to the mission, vision, and values of World Relief
- Desire to serve and empower the Church to impact vulnerable communities