



ADRN Volunteer Development Coordinator Job Description

Job Summary:

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization of over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small.

Reporting to the Volunteer Development Director (VDD), the Volunteer Development Coordinator (VDC) serves as a key team member and an active participant in supporting ADRN's expanding volunteer network through decentralization and supporting our network churches in recruitment, retention, engagement and deployment. The VC manages volunteer resources to provide to network churches.

One who seeks first the Kingdom of God and His righteousness, who makes God and His ways #1 in their heart, who demonstrates the fruits of the spirit in their life. One who can also demonstrate these things in the workplace: friendliness, patience, ability to receive direction, punctuality, attention to details, good physical condition, quick thinker, problem solver, organized and good with numbers. Must have flexible hours to meet the needs of volunteer support.

Duties and Responsibilities:

- Document all processes that relate to volunteer development and lead the Document Management process for the department
- Create any new documents or written guidance that is needed to document Volunteer Development Department functions
- Document systematic processes to support network churches and assist them in increasing their volunteer recruitment, engagement and involvement
- Gather, file, and submit volunteer reports
- Update volunteer materials regularly, maintaining current versions of documents
- Provide support to network churches in volunteer recruitment events
- Promote community volunteer opportunities with business partner and network churches to deepen engagement with ADRN
- Manage protocols to alert, activate, and deploy volunteers to support centralized Field Operations, Call Center and Logistics during disaster deployment
- Coordinate with internal departments for volunteer recruitment to fill their support teams then handing off for internal departments to oversee, schedule and manage their volunteers in a long-term sustainable model
- Review, evaluate, and modify existing and proposed volunteer programs and processes and recommend changes to VDD that are appropriate to enhance effectiveness
- Coordinate volunteer recognition and appreciation efforts
- Support the VDD on any other administrative duties
- Other duties as assigned

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit at a computer, talk, hear, stand, walk, run, stoop, and kneel. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Possess adequate vision to monitor safety.

Hours:

This position is an hourly, non-exempt position scheduled for 40 hours per week, flexible weekday scheduling. May include occasional evening and weekend hours.

Qualifications:

- Bachelor's degree and 2-4 years experience as a coordinator, administrator, HR assistant, or similar role preferred
- Excellent communication skills, both written and oral; ability to influence, encourage and engage volunteers and develop long-term relationships.
- Strong organizational and time management skills with exceptional attention to detail.
- Reliable problem-solver with strong project management skills
- Able to take ownership of projects and chart their progress
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside of ADRN
- Working knowledge of computer programs and databases is a plus
- Must have flexible hours on occasional nights and weekends to meet the needs of the volunteer schedule, and periodic disaster responses
- High energy, love and passion for God and His mission through ADRN is essential
- Kingdom minded and relationship focused

Key Experiences:

- Excellent interpersonal skills.
- Resourceful and innovative problem-solving skills.
- Experience supervising volunteers, including training, assigning and reviewing work.
- Strong interpersonal, active listening, conflict resolution and facilitation skills.
- Proficiency in computer skills including Square, Microsoft Word, Excel, Email, web-links in WordPress, and electronic calendaring.

Organizational Expectations of Staff:

- Follow organizational policy, procedures and practice a culture of honor with others.
- Learn, understand and embrace ADRN culture, foundational words from the Lord, and the ADRN vision and mission.
- Seek God's face, read His word and be led by the Holy Spirit.
- Communicates clearly with peers, co-workers, and team members.
- Sets the tone on reliability, attendance, high performance standards and what it means to be an "I AM Ready Christian", emotionally, spiritually and physically to all volunteers and staff.

- Spends minimally one planned, full day per month, away from the office, seeking God’s face for direction, guidance, support and relief for role. Spends time in the word and prayer with God for spiritual instruction, growth and rest.
- Attends all of ADRN’s emotional, spiritual and physical training to understand the depth of what ADRN offers churches and volunteers.
- Willingness to accept our Statement of Faith.
- Attends all staff meetings and planned ADRN leadership events.
- Attends Thursday morning Staff Prayer in Hope Prayer Room 9 a.m. – 10:30 a.m.

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN’s Statement of Faith. The authority for making determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing a network of churches to respond to the physical, emotional and spiritual needs of those affected by disaster. Luke 10: 25-37, Ephesians 4:12-16

ADRN Vision Statement: An active, empowered network of prepared churches, bringing hope into crisis through the transforming power of Jesus Christ to every life and community we serve. Revelation 19:5-7

Work Authorization:

Employees must be authorized to work in the United States under Federal requirements.

Other Duties:

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Send resume to: HR@ADRNTX.ORG