



# Volunteer Coordinator

## REST JOB DESCRIPTION

**OVERVIEW** REST was created to bring freedom, safety and hope to men, women, and girls who are involved in the sex trade by sharing the love of Jesus and offering them a real and lasting escape. We do this by raising awareness, building relationships through direct outreach, and reducing the demand for the sale of sex.

**ROLE SUMMARY** The REST Volunteer Coordinator will manage the administrative and volunteer management tasks associated with REST, to allow time to coordinate and effectively expand the ministry.

### QUALIFICATIONS

- Clearly and concisely articulates the Gospel and the work of the cross
- Conviction that mercy is an essential aspect of the Christian life
- Able to fulfill the duties required of a deacon as outlined in 1 Tim 3:8 -13
- Anticipates needs without oversight, focuses on tasks at hand and efficient follow-through
- Relational intelligence
- Strength in recruiting volunteers, setting clear expectations and accountability, and inspiring people
- Ability to work with and maintain positive, loyal relationships with others
- Strong administrative skills along with interpersonal skills in working with a variety of personalities and situations
- Proven strong communication abilities in writing, on the phone, and face-to-face

### CHARACTER

- Demonstrates a strong need for God's mercy
- Confesses and grieves sins honestly
- Faces suffering honestly and knows God's comfort
- Receives and gives rebuke humbly
- Shows compassion both verbally and nonverbally
- Walks in forgiveness
- Demonstrates patience
- Leads with humility and gentleness
- Uses discretion

### RESPONSIBILITIES

- Handle inquiries about REST, manage and monitor the integration of all current and potential volunteers
- Recruit new volunteers, both for direct service & various events
- Manage and coordinate volunteers at events
- Manage volunteer applicants, including data entry, facilitating paper work, preliminary interviews, onboarding & working with team supervisors to schedule formal interviews and further training
- Manage data in eTapestry, keeping a list of active volunteers up to date & communicating with team with accurate list as needed
- Continually work with supervisors to get a sense of volunteer needs
- Create REST policies and documents as it pertains to Volunteer Coordination
- Plan details of REST training Day, including location, registration, lunch & communication
- Plan details of quarterly All Team Meetings and annual Volunteer Appreciation event, including location, communication, activities & food when applicable
- Run background checks for volunteers
- Attend REST Training Day

Schedule: Varied & Flexible. Due to the nature of this position schedule varies, candidate must be able to work some weekends and evenings as necessary.

Hours: This is a part time position. 15-20 hours per week.

Salary: \$18-\$20 per hour depending on experience

To apply, send cover letter & resume to [apply@iwantrest.com](mailto:apply@iwantrest.com). Indicate the position you are applying for in the subject line. No phone calls please. Learn more about REST at [www.iwantrest.com](http://www.iwantrest.com)