



Volunteer Coordinator

REST JOB DESCRIPTION

OVERVIEW REST: Real Escape from the Sex Trade was founded in 2009 by a small group of individuals who wanted to take action against the commercial sexual exploitation (CSE) of youth and adults in the Seattle area. Our mission today is to provide pathways to freedom, safety, and hope for victims of sex trafficking and people involved in the sex trade by providing tailored services to meet their complex and specific needs. REST has become a haven for CSE survivors, allowing us to serve over 580 victims/survivors in the last year—more than any other organization in the State of Washington

ROLE SUMMARY: The Volunteer Coordinator is a key position within REST. The Volunteer Coordinator oversees the coordination and recruitment of all REST's volunteers. The Volunteer Coordinator works with all aspects of the organization and works closely with staff and volunteers to understand the needs of the organization both for direct services and indirect services and creates systems to connect the community with REST to accomplish the full potential that God has for this organization.

RESPONSIBILITIES

- Establish and implement a relational process for soliciting, recruiting and evaluating volunteers and their readiness to serve
- Handle inquiries about volunteering at REST in a prompt, respectful and professional manner
- Manage and monitor the integration of all current and potential volunteers, including establishing a process for obtaining volunteer feedback and monitoring volunteer satisfaction
- Continually work with supervisors to get a sense of volunteer needs, and recruit new volunteers, both for direct service, indirect service & various events
- Manage and coordinate volunteers at events
- Manage volunteer applicants, including data entry, facilitating paper work, running background checks, conducting 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 and establishing and implementing a mechanism for tracking volunteer hours worked
- Create REST policies and documents as it pertains to Volunteer Coordination
- Plan details of quarterly REST training Day, including location, registration, lunch & communication. Attend and manage the logistics of the event and begin building relationships with attendees to encourage future engagement
- Plan details of quarterly All Team Meetings and annual Volunteer Appreciation event, including location, communication, activities & food when applicable
- With support of Director of Development, develop and conduct regular informational meetings that communicate the vision and heart of REST, programs, volunteer requirements, and expectations (a first touch-point for potential volunteers and community members)

QUALIFICATIONS

- Relational, friendly, personable, engaging, and influential demeanor
- Strong customer service orientation
- Must have keen and thorough attention to detail while also being able to see the bigger picture
- Proven superior oral and written communication skills, including ability to speak publicly in front of groups of up to 50 people
- Ability to organize, discern, and problem-solve creatively
- Anticipates needs without oversight, focuses on tasks at hand and efficient follow-through

- Relational intelligence with the ability to work with and maintain positive, loyal relationships with others and relate well with others regardless of personality or socio-cultural background
- Able to effectively work in a diverse workplace, and be self-aware regarding issues of race, ethnicity, class, sexual orientation, gender identity, religion/spirituality and disability
- Strength in recruiting volunteers, setting clear expectations and accountability, and inspiring people
- Strong administrative skills including the ability to manage small projects and work on multiple projects simultaneously
- Technology skills: basic computer skills, email, Microsoft Office, Google Drive
- Employees at REST must agree with the REST Statement of Faith

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.

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