



## **Mennonite Disaster Service**

### **Position Open**

**Position Title:** Coordinator for Weekly Volunteers

**Job Status:** Full-Time/non exempt

**Location:** Lititz, PA

**Salary Range:** \$19.31/hr - \$24.01/hr

**Revised:** January 12, 2023

### **Primary Responsibility**

To coordinate functions related to recruiting, placing and scheduling weekly volunteers to ensure that Mennonite Disaster Service (MDS) projects are equipped with qualified volunteers.

### **Reporting Relationships**

Reports to the Volunteer Manager (VM) and participates as part of the Volunteer Team (VT).

### **Responsibilities**

#### **1. Placement of weekly volunteer groups and individuals**

- Manage all US and Canadian weekly volunteer inquiries for US projects
- Match and schedule US and Canadian weekly volunteer groups and individuals to US projects.
- Use online scheduling system to document weekly volunteer information and provide timely information to stakeholders
- Support project office managers in their use of the online scheduling system
- Coordinate with MDS Canada to schedule Canadian weekly volunteers to U.S. projects
- Support unit and region projects with weekly/daily volunteer scheduling as requested
- Visit project locations to obtain knowledge of disaster response and volunteer engagement

#### **2. Administrative and other tasks**

- Gather information to create and distribute Volunteer Update used to recruit volunteers
- Work with Communications Team to ensure weekly volunteer information and forms on the website are current
- Have working knowledge of and provide backup for the Volunteer Administrative Assistant (VAA)
- Have working knowledge of and provide backup for the position of Coordinator for Leadership Volunteers (CLV)
- Participate in Project Update calls and other Field Operation activities to ensure highly collaborative and smooth functioning of the whole system
- Participate in and contribute to VT activities as assigned by VM. (e.g., recruiting, mentoring, planning and implementation for leadership training and other aspects of the volunteer engagement cycle)
- Attend meetings as requested or required
- Other duties as assigned

**Qualifications**

- Knowledge of and passion for the MDS mission, vision and core values
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- 1-2 years of experience working in the volunteer sector
- Preference for prior MDS service
- Associate Degree in disaster management, social work, human resources or related field
- Six months experience working with people of another culture

**Essential Skills**

- Demonstrated computer literacy with Microsoft Office Suite (Word, Outlook, and Excel), and volunteer management software, and other software applications as needed.
- Detail oriented with the ability to work under pressure to meet deadlines, and be flexible and accepting of unexpected changes
- Ability to manage conflict in a positive manner
- Creates, organizes, and follows a work plan
- Ability to interact and communicate well on the phone and in person with diverse groups of people and cultures
- Well-developed problem-solving skills
- Ability to work both in a team environment and independently
- Excellent verbal and written communication skills
- Availability and willingness to travel approximately 10% time
- Physical requirements: Work is mostly sedentary with long periods on the phone and at a computer terminal
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is little risk of danger

Resumes may be sent to [jobs@mds.org](mailto:jobs@mds.org) or mailed to:

Mennonite Disaster Service  
Attn: Human Resources  
583 Airport Rd  
Lititz, PA 17543.