



## **Mennonite Disaster Service**

## **Position Open**

**Position Title:** Coordinator for Leadership Volunteers, Regions 1 (U.S. East Coast) & 4 (U.S. West Coast)

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

**Location :** Lititz, PA

**Salary:** \$55,016 – 68,390.40

**Revised:** 12/02/2025

### **Primary Responsibility**

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

### **Reporting Relationships**

Reports to the Volunteer Manager (VM)

### **Responsibilities**

#### **1. Placement of Leadership, Long-Term, and Recreational Vehicle (RV) Volunteers**

- Build relationships with volunteers to strengthen their relationship with MDS, encourage further service, and grow their capacity as leaders
- Interview, match and schedule qualified volunteers, focusing on volunteers from Regions 1 & 4 to serve at MDS projects in collaboration with the Coordinator for Leadership Volunteers for Regions 2 & 3 and the MDS Canada Volunteer Manager
- Debrief Regions 1 & 4 volunteers at the end of their service term and process volunteer feedback on their service
- Manage the volunteer scheduling software for day-to-day scheduling use and bug reporting.
- Coordinate the Yearlong Volunteer program and other programs as assigned
- Work with the Volunteer Administrative Assistant to ensure travel arrangements for volunteers
- Collaborate with the Volunteer Team to onboard newly approved volunteers
- Support volunteers before, during, and after their assignment, including addressing conflicts, developing communication skills, and growing their capacity as leaders

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

- Collaborate with the Field Operations Team and Fleet & Logistics Team to ensure effective projects (planning, project update calls, & sharing volunteer feedback)
- Lead training workshops as requested by the Volunteer Training Specialist
- Serve as backup to the Coordinator for Leadership Volunteers for Regions 2 & 3 and the Coordinator for Weekly Volunteers positions
- Participate in and contribute to the Volunteer Team
- Visit project locations to obtain knowledge of disaster response and volunteer engagement
- Other duties as assigned

### **Qualifications**

- Knowledge of and passion for the MDS mission, vision, and core values.
- Active Participant in a local Christian Church

- Affirm and emulate Anabaptist values and convictions and the Mennonite World Conference Shared Convictions
- Demonstrated commitment to the MDS lifestyle expectations as outlined in the Employee Policy Handbook
- 1-2 years of experience working in the volunteer sector
- Preference for prior MDS service
- Bachelor's degree in disaster management, social work, human resources, or a similar field
- Six months of experience working with people of another culture

### **Essential Skills**

- Demonstrated computer literacy with Microsoft Office Suite, (Word, Outlook, and Excel), and volunteer management software
- Well-developed problem-solving skills
- Detail-oriented with the ability to work under pressure to meet deadlines, and flexibility to unexpected changes
- Ability to mediate conflict
- Create, organize, and follow a work plan
- Ability to interact and communicate well on the phone and in person with diverse groups of people and cultures
- 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)