



Mennonite Disaster Service

Position Open

Position Title: Coordinator for Weekly Volunteers

Job Status: Full-Time/non exempt (40 hrs.)

Location : Lititz, PA

Wage: \$21.36 to \$26.55/Hour

Revised: August 28, 2026

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)

Responsibilities

1. Placement of weekly volunteer groups and individuals

- Manage all US weekly volunteer inquiries for US projects
- Match and schedule US 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 the promotion of weekly volunteer opportunities, using multiple recruitment strategies (e.g., targeted emails, mailings, social media, word of mouth, etc.)
- 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
- Collaborate with the Coordinator for Weekly Volunteer Retention to facilitate repeat volunteer service and encourage volunteers to deepen their engagement with MDS
- Visit project locations to obtain knowledge of disaster response and volunteer engagement
- Coordinate service project inquiries and opportunities from groups local to the Lititz office

2. Administrative and other tasks

- Gather information to create and distribute Volunteer Update used to recruit volunteers
- Work with other MDS staff to ensure weekly volunteer information and forms on the website and MDS Field Guide are current
- Have working knowledge of and provide backup for the Volunteer Administrative Assistant (VAA)
- Participate in Project Update calls and other Field Operations activities to ensure highly collaborative and smooth functioning MDS projects
- Participate in and contribute to Volunteer Team activities as assigned by VM.
- Attend meetings as requested or required
- 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 and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- 1-2 years experience in administrative support
- Experience working in the volunteer sector or prior MDS service preferred
- Associate Degree in administration, 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.
- Ability to interact and communicate well on the phone and in person with diverse groups of people and cultures
- Detail oriented with the ability to work under pressure to meet deadlines, and be flexible and accepting of unexpected changes
- Constructive conflict management skills
- Creates, organizes, and follows a work plan
- 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