

# CEF Dallas

**Position:** Volunteer Coordinator

**Reports To:** Chapter Director

**Type:** Hourly Part-Time (20-25 hours per week)

**Description:** The Volunteer Coordinator administrates the CEF club volunteer management protocols and enrollment policy and procedures. In this role you will communicate with new club volunteers and also track existing volunteers for compliance with CEF Child Protection Policy. The ideal candidate will possess excellent office administrative skills.

## **Duties to include:**

- Coordinate with Good News Club team leaders to register their Good News Club.
- Manage the online background check portal for new volunteers and renewals.
- Collate, distribute and collect paperwork for on-boarding new volunteers
- Monitor and follow up on background checks as required to assure compliance with policy
- Observe and forward unique data from monthly reports or Background check applications to the Director's attention
- Manage the Volunteer Database checking on renewal dates, adding new volunteer's information, etc.
- Collate, organize, and track data from each club's monthly report using an Excel spreadsheet and reporting to the Director.
- Collecting and organizing prayer requests and praises from each club's monthly report, typing that in report and sending that out to the team leaders and office staff.
- Event Management of several trainings and seminars including registration, setup, tear down, welcoming volunteers, etc.
- Manage the Event Scheduler role as CEF Dallas's representative for The Hope Center's room reservations.
- Other duties as assigned by the Director

## **Qualifications:**

- Authentic Christian witness and strong Biblical worldview
- 5+ years of administrative and office management experience
- Professional appearance and demeanor that demonstrates Christian character
- Excellent organizational, verbal and written communication skills
- Outgoing personality to connect with club leaders and volunteers
- Good ability to teach and train volunteers
- Good working knowledge of MS Office
- Must pass Child Protection Policy background check and sign Workers Compliance Agreement
- Must affirm CEF Statement of Faith
- Bil-Lingual helpful but not required

