



Mary's Mantle Job Opening

Position Title: Volunteer Coordinator

Status: Part-Time (Hourly)

Approximately 5-10 hours per week

Shift: Flexible schedule. Some occasional weekend and evening hours may be required for special events or meetings.

About Mary's Mantle

Mary's Mantle is a residential program rooted in the Catholic faith. The home is designed to accommodate four expectant mothers at a time who are at least eighteen years old, regardless of their religious affiliation. Mary's Mantle is a safe haven where expectant mothers can fully realize their potential as daughters of a loving God.

Summary

The Volunteer Coordinator will oversee the volunteer needs of the ministry by maintaining a strong, vibrant, and attractive volunteer program.

Responsibilities:

- Create a strategy to attract and retain volunteers.
- Work to develop relationships with churches, groups, and other ministries to recruit and maintain new volunteers to help support various aspects of the Mary's Mantle ministry.
- Send out monthly volunteer updates and needs to volunteer contact list to develop and maintain on-going relationships with all volunteers.
- Assist in planning volunteer appreciation events.
- Maintain regular contact with volunteers to ensure they feel valued and part of the ministry.
- Maintain the volunteer data base.
- Develop tool to track volunteer hours.
- Manage the Mary's Mantle volunteer e-mail and respond to inquiries accordingly.
- Work with staff to develop and maintain a list of current volunteer needs at Mary's Mantle.
- Assist in volunteer training.
- Maintain volunteer paperwork.

Skills/Qualifications:

- Have a heart to serve Mary's Mantle.
- Experience in volunteer recruitment and retention for a non-profit preferred.
- Great communication skills (oral and written) and organizational skills.
- Comfortable presenting to small groups, churches, and other ministries about the work and volunteer needs of the ministry.
- Computer skills, including e-mail, Excel, Word.

Interested individuals should send resume and cover letter to Katie Montes at katie.montes@marysmantle.net