

JOB DESCRIPTION

Title: Volunteer Coordinator/Receptionist
Hours: Monday – Friday, 9-5
Pay: Non-exempt \$13.00/hour

Definition of Position:

Will facilitate matching volunteers with available opportunities within the Rescue Mission, seeking to provide volunteers with a meaningful experience while supplying FRM with needed support. Under supervision will provide basic clerical support to administrative office as well as greeting and providing assistance to clientele, donors and visitors.

Minimum Qualifications:

- A desire to serve Christ by serving others
- Graduation from high school or GED
- Four years office experience

Knowledge, Skills, and Abilities:

- Able to enjoy continuous people interaction while presenting a pleasant, helpful demeanor
- Able to demonstrate proficiency in using Microsoft applications
- Knowledge and use of correct grammar and spelling
- Ability to perform detailed tasks with precision and accuracy
- Physically able to get around a large building and able to lift and carry 25 pounds

Job Duties:

- Interview and inform volunteers, recruiting when necessary
- Maintain volunteer records
- Provide and schedule volunteer opportunities in coordination with appropriate staff
- Answer multiline phone - answer routine questions, make appropriate referrals, take accurate messages
- Greet visitors
- Receive donations, write receipts, and see that donations are distributed appropriately
- Take inventory of office supplies and maintain supply closets in a neat, orderly manner
- Provide faxing and copying services to staff and clientele
- Print and stock in-house forms
- Sort and deliver mail
- Using in-house or volunteer help, prepare mailing of monthly newsletter
- Perform other related duties as assigned

Immediate Supervisor: Office Manager

To apply: Submit your resume in person at Fairbanks Rescue Mission, 723 27th Avenue or by e-mail to michelle@fairbanksrescuemission.org. We will accept applications until the job is filled and we will begin interviewing the week of January 3rd.