



Deaf Teen Quest Volunteer Coordinator Job Description

Volunteer Coordinators have a passion for people and for the mission of Deaf Teen Quest, so they are able to match the abilities and desires of potential volunteers with the needs of the ministry. Volunteer Coordinators serve for a specific time period as determined by the volunteer and the Deaf Teen Quest Director. Volunteer Coordinators help with onboarding of new volunteers and communication and coordination of existing volunteers.

Pre-requisites:

- A passion for the mission of Deaf Teen Quest
- Prior point of entry attendance (i.e. Deaf Teen Quest Info Session, Deaf Teen Quest Lunch/Dinner)
- Excellent written grammar and an ability to communicate well.
- Excellent telephone skills and an ability to listen well.
- Familiar with Excel.

Roles and Responsibilities:

- Follows up with attendees who express interest in volunteering after a point of entry event
- Records information and tracks data in the Volunteer Tracker Spreadsheet
- Sends email invitations to Deaf Teen Quest events
- Calls invitees to remind/invite to Deaf Teen Quest events
- Enters data in YFC shared databases
- Communicates prayer requests to Volunteer Prayer Coordinator

Length of Service:

The Volunteer Coordinator will provide services for a pre-determined time period individually determined by Deaf Teen Quest needs and volunteer's availability. Volunteer Coordinators have the option to complete one term, renew another term, or to help other ways. Volunteer Coordinators server longer than most other positions due to the relationships that are formed.