



Gracehaven Volunteer Coordinator Job Description

Volunteer Coordinators have a passion for people and for the mission of Gracehaven, 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 Gracehaven Community Outreach Director. Volunteer Coordinators help with onboarding of new volunteers and communication and coordination of existing volunteers.

Pre-requisites:

- A passion for the mission of Gracehaven; to eradicate child sex trafficking in Northeast Ohio and provide rehabilitative, trauma-informed care to survivors.
- Prior point of entry attendance (i.e. Gracehaven Info Session, Gracehaven 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 Gracehaven events
- Calls invitees to remind/invite to Gracehaven 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 Gracehaven 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.