

Volunteer Job Description

Volunteer Advisory Team

2024



Purpose: The Volunteer Advisory Team is tasked with developing a volunteer program that is committed to the mission and values of TSMKC and builds community where volunteers experience life transformation as they serve alongside single-mother families.

Program Description: The Single Mom KC serves single-mother families through the faithful and generous efforts of volunteers, comprising a diverse population and age range of community members made up of individuals, single mothers, and church & business partners.

Position Description: Team members will work with the volunteer coordinator on projects including:

- Draft volunteer vision and mission statements that align with the goals of TSMKC and drive, inspire, and motivate volunteers, Leadership Team, and staff.
- Develop a strategic & holistic plan for thanking, honoring, and blessing volunteers organization-wide.
- Cultivate a comprehensive volunteer experience from first contact through the entire volunteer venture.
- Advise and assist the volunteer coordinator in avenues for volunteer recruitment
- Develop a Volunteer Handbook paralleling the TSMKC Program and Children's Ministry guidelines.
- When invited, generally advise the volunteer coordinator as situations arise.
- Optional: Lead or assist with volunteer appreciation events.

Time Commitment: 2-6 hours monthly, depending on area of responsibility.

Qualifications:

- Team-oriented
- Highly motivated
- Volunteer experience
- Understanding for volunteer needs
- Strong communication skills

Requirement: It is crucial for members of the advisory team to have an in-depth understanding of the TSMKC volunteer experience. All prospective Volunteer Advisory Team members are asked to volunteer with TSMKC in a variety of settings and attend one Volunteer Orientation meeting.

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