

LADRM

Volunteer Manager--Job Description

Responsible to: executive director of UMC 2016 Louisiana Flood Recovery operations

Duties:

- Works as liaison for teams and volunteers to assist in community recovery
- Develops network of encouragement and support in local churches for volunteer teams
- Has awareness of service in a spiritual environment
- Keeps updated on general recovery process
- Coordinates efforts of volunteers and works with construction manager to match appropriate sites and skills
- Orient volunteers to project expectations
- Maintain accurate records of volunteer participation for reports
- Manage and log volunteer teams and post log for LTR office
- Map skills, housing, and job sites with LTR team
- Communicate with some form of recognition of thanks to teams

Qualifications:

- Several years experience in hospitality or on-site management
- Strong computer and communication skills
- Experience in multi-tasking and logistics
- Problem solving experience
- Desire and ability to work with people of all ages and backgrounds