

# Volunteer Engagement Assistant



**Hours** M-Th, 7:30 am - 4:00 pm, some evening/weekends as needed

**Reports to** Volunteer Engagement Manager

## Position Overview

The Volunteer Engagement Assistant supports the Volunteer Engagement Manager and volunteers at Little Light House. This position assists in creating a positive culture while ensuring that educational and therapeutic programs feel supported through the volunteer and college/career programs. The assistant helps ensure a positive experience for LLH volunteers and college/career interns, reflecting the Little Light House ministry. The Volunteer Assistant aids in managing the day-to-day department operations, including tours, assignments for volunteers/interns, special events, and other items as needed.

The Volunteer Engagement Assistant clearly understands and embraces that they are a part of Little Light House, a Christian ministry with Biblical core values, whose mission is to glorify God by improving the quality of life for children with special needs, their families, and communities.

## Principal Duties include, but are not limited to:

- > Assists with Little Light House volunteer recruiting and supervision
- > Coordinates placements of volunteers and college/career interns alongside the Volunteer Manager
- > Provides orientation as needed to volunteers and college/career interns
- > Provides support to all interested volunteers
- > Receives all volunteer forms, runs background checks, and notifies all volunteers of their status
- > Assists the receptionist when there is an absence or lunch coverage as needed
- > Provides general building support regarding tours, desk coverage, package delivery, etc.
- > Works closely with all departments, ensuring all volunteer and college/career needs are met
- > Assists in ordering snacks for Volunteer Appreciation Week
- > Works closely with the Volunteer Manager to develop volunteer retention
- > Helps manage and organize the volunteer GiveEffect page with current volunteer and career/college information
- > Monitors and updates all volunteer hours weekly
- > Manages and tracks all parent volunteer hours along with the Manager
- > Assists in the management of the Youth Advisory Board, Summer Apprenticeship, and other interns
- > Other duties as needed or requested

## Required Qualifications

- > High school diploma or equivalent
- > Strong analytical and critical thinking skills
- > Ability to thrive and exercise good judgment in a fluid, highly creative environment
- > Excellent attention to detail
- > Excellent interpersonal and communication skills (written, oral, and in presentations)
- > Enjoyment of people and comfortable when speaking before groups
- > Deals with confidential information using discretion and judgment
- > Ability to work independently and cooperatively as a team member
- > Demonstrates self-discipline, organization, and the ability to take on new tasks
- > Ability to lift, push, pull, and carry 50lbs across a room.

## Preferred Qualifications

- > 2+ years of recruiting or customer service experience

## Supervision Received

- > Reports to the Volunteer Engagement Manager

## Supervision Exercised

- > Volunteers, interns, and college students