

Volunteer Engagement Assistant



Hours M-Th, 7:30 am - 4:00 pm, some evening/weekends as needed, 40 weeks/year

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