



Volunteer & Restoration Coordinator

Valley Hope Church is committed to living out the life-changing hope of Jesus - together. After Hurricane Helene flooded our valley, hundreds of neighbors' homes and businesses were destroyed around us, with many families displaced to a life of instability and uncertainty for an unforeknown period of time. One of the ways Valley Hope is living out our mission is by inviting our neighbors into community as we walk beside them, desiring that each person would know that they are not alone and the Lord is gracious and the Restorer of all that is lost. We are working to care for our neighbors and act as vessels of the Father's faithfulness in the following ways:

- Providing community and sustenance as we gather around the table with one another over community meals.
- Supporting local small businesses in their recovery, providing tools, equipment, and financial support as appropriate.
- Walking with families facing overwhelming loss to lead home repairs and rebuilds, bringing hope and light into places of immense grief.

Position Summary:

Valley Hope Church is seeking a Volunteer & Restoration Coordinator with strong interpersonal and communication skills who has a heart for service and a commitment to seeing God's glorious restoration for those in need in our Valley. The Volunteer & Restoration Coordinator is responsible for scheduling, training, and recruiting volunteers for home rebuilding and disaster relief efforts. This position plays a crucial role in organizing volunteer teams, ensuring that relief operations run efficiently, and providing support to affected families. The Volunteer Coordinator will work closely with Relief & Restoration team members and community partners to mobilize efforts in response to Hurricane Helene and ensure the timely rebuilding of homes, in addition to supporting small business relief efforts and other community needs. This is a part-time position for 25-30 hours per week, and will be available for at least one year, with the potential to extend beyond that.

Key Responsibilities:

Volunteer Training and Coordination:

- Foster a positive, engaging, and supportive environment for all volunteers.
- Organize and conduct volunteer training and orientation sessions, telling the story of our community and Valley Hope's response to Helene, along with details of instructions for the day in collaboration with the Home Rebuild Project Manager.

- Assign volunteers to specific roles based on project needs, including construction, logistics, administration, and community outreach.
- Monitor progress of the rebuild efforts and adjust volunteer assignments as necessary to optimize efficiency in collaboration with the Home Rebuild Project Manager.

Communication and Team Support:

- Serve as the primary point of contact for volunteers, addressing questions, concerns, and requests.
- Ensure clear communication between volunteers, team leaders, and other project staff.
- Provide feedback and appreciation to volunteers for their hard work and dedication.
- Track volunteer hours, activities, and feedback to maintain accurate records.

Qualifications and Attributes:

- Strong organizational, communication and leadership skills, with the ability to manage multiple projects and teams simultaneously.
- Heart for service and previous experience serving as a volunteer preferred.
- Ability to work effectively in a diverse and fast-paced environment.
- Compassionate, empathetic, and driven by a strong desire to help others.
- Flexible and adaptable, able to manage changing situations and priorities.
- A team player who can work collaboratively with staff, volunteers, and community partners.
- Must be willing to work some weekends (up to 2 Saturdays per month as needed).

To Apply: Please submit your resume and cover letter to Lindsey@valleyhope.church. Interviews will be conducted on a rolling basis.