



Mission: *Promote and defend the right to life of all innocent human beings, from the time of fertilization until natural death.*

Vision: *We strive to create a culture where every child is welcomed into the world and protected by law; where every pregnant mother receives the help she needs to face an unplanned pregnancy; and where every terminally-ill person has access to decent pain relief and is protected from being killed by euthanasia and assisted suicide.*

Volunteer Coordinator

Position Title: Volunteer Coordinator

Job Status: 2-3 hours per week or 6-10 hours per month

Department: Human Resources

Reports to: MCRTL President

The Volunteer Coordinator coordinates the placement and onboarding activities of all new volunteers.

Responsibilities:

- Create and maintain database of volunteers and volunteer placement.
- Maintain current knowledge of MCRTL volunteer needs.
- Contact all who are interested in volunteering in any capacity
- Determine whether the potential candidate is a good fit with the philosophy and environment of MCRTL.
- Match candidate skills/desires with appropriate assignment and coordinate interview with location manager or appropriate supervisor.
- Coordinate paperwork signing and orientation
- Create and maintain all volunteer files of orientation and on-boarding paperwork.
- Attend two board meetings per year.

Job Requirements

- A servant's attitude with the ability to understand how all tasks impact the agency.
- Willingness to support Miami County Right to Life's mission and vision.
- Approachability, discernment, strong communication and organizational skills
- Demonstrated skills in Microsoft Office, particularly Access and Excel.

I hereby acknowledge that I have read my volunteer job description, and I am capable of and qualified for all of the functions listed.

Signature

Date