

Volunteer Coordinator

Mission Aviation Fellowship (MAF), a Christian nonprofit organization founded in 1945, is seeking people who share our desire to see isolated people changed by the love of Christ. MAF operates globally, with its headquarters located in Nampa, Idaho. MAF's core values are: we follow Jesus, we serve together, we commit to a higher standard, and we value each other. This position is a vital part in serving together to bring help, hope, and healing through aviation.

A Brief Overview

The Volunteer Coordinator is responsible for overseeing the high impact volunteer program by recruiting, onboarding, and recognizing volunteers. Ensures volunteers are effectively engaged, supported, and aligned with organizational objectives while maintaining compliance and fostering a positive volunteer experience as an essential part of the work of MAF so that the Gospel is proclaimed and God's Kingdom is extended.

This position requires an active commitment to the mission, values, and doctrinal stance of MAF. In the course of performing job duties, the employee will act in a manner that is Christ-honoring as well as Christ-like, demonstrating a personal Christian faith and witness in all interpersonal interactions.

Essential Duties

- High Impact Volunteer recruiting process administration
 - Gathers information from MAF staff and departments to create job descriptions for volunteer positions.
 - Coaches staff and department leaders on processes required for volunteers.
 - Works with departing staff desiring to move to volunteer status.
 - Runs appropriate background checks, including references, on prospective volunteers.
 - Follows procedures for onboarding volunteers, including HR compliance documents and training.
- Special Task Volunteer (STV) program
 - Coaches managers on the specifics of the STV program
 - Ensures all appropriate STV notices and agreements are reviewed and signed on an annual basis.
 - Ensures STV is onboarded adequately by department manager.
 - Provides the HRIS Specialist with Personnel Change Notice (PCN) information.
- Volunteer Overseas Travel including the Mission Engagement Time Off (METO) program.
 - Tracks and ensures required safeguarding and travel compliance for METO, overseas volunteers, and church groups.
 - Coordinates short term volunteer/METO trips overseas to support family conferences and other overseas program needs.
 - Oversees the development and selection of appropriate materials and tools for METO and other short term overseas trips.
- Volunteer program administration.
 - Works with third party organizations to assess and record their screening and training processes to determine if eligible for "Vetted Organization" status in conjunction with HR Director, Employee Relations Director, and Security Manager for overseas travel.
 - Communicates with volunteers regarding chapels, First Days, office closures, and other appropriate MAF communications.
 - Works with volunteer supervisors and volunteers to ensure volunteer time is tracked for reporting purposes for Ministry Advancement
 - Manages the mafvolunteers@maf.org inbox.
 - Coaches staff and departments to effectively manage their volunteers.
 - Serves as initial HR point of contact for staff and volunteers regarding the volunteer program.
 - Coordinates assignments with program and HQ needs for specific projects
 - Maintains volunteer files and keeps contact information updated.
 - Oversees the development and selection of appropriate materials and tools for volunteer ministry activities.
 - Plans and coordinates Volunteer Recognition Program

- Creates ways to increase awareness of volunteer involvement at HQ and the field.
- Manages and updates the volunteer page on SharePoint.
- Keeps the volunteer page on the MAF website up to date in coordination with the Webmaster.
- Oversees the volunteer and volunteer travel budgets.
- MAF Advocate Staffing Support
 - Gathers advocate applications, and forwards to appropriate Advocate Manager
 - Conducts background checks.

Qualifications

- Associate's degree or equivalent combination of education and experience preferred.
- 2 years in a professional office environment required.
- 1 year overseeing volunteers preferred.

Skills

- Basic skill in Microsoft Office
- Intermediate skill in Formstack or intermediate ability in gaining expertise in new software.
- Intermediate skill in communication and planning

Competencies

- Weighs the costs, benefits, risks, and chances for success, in making a decision.
- Identifies and proposes solutions that benefit all parties involved in a situation.
- Tries to build relationships with people whose assistance, cooperation, and support may be needed.
- Deals firmly and promptly with performance problems; lets people know what is expected of them and when.
- Is dedicated to meeting the expectations and requirements of internal and external customers.
- Works cooperatively with others
- Establishes workload priorities and consistently follows through with on time completion.

Physical Requirements

- Frequently sitting
- Occasionally standing, walking, stooping, kneeling, reaching, and crouching
- Occasionally lifting or carrying up to 25 lbs.

Starting Pay Range

\$21.20 to \$24.74 per hour DOE

MAF is committed to paying our team members competitively to the industry market and to being a market leader in benefits and work/life balance programs. Consistent with our value..." We commit to a high standard," MAF's Total Rewards Philosophy is designed to maintain and improve our market competitiveness in the NGO sector to attract and retain our most critical resource - our people.

MAF is committed to creating and maintaining a work environment free from any form of unlawful discrimination or harassment. As a faith-based religious organization pursuant to the Civil Rights Act of 1964, Section 702 (42 USC @2000e), MAF has the right to and does solely hire candidates who agree with our Statement of Faith and agree to abide by our Standards of Conduct.

MAF expects all MAF staff to comply with its Safeguarding Policy. This includes proper moral and ethical conduct towards all children and vulnerable adults, in all circumstances and in all relationships. In addition, all MAF staff have a responsibility to seek to prevent any form of abuse, to raise any ongoing concerns, and to report any harm, abuse, or neglect to children or vulnerable adults, discovered or reasonably suspected. Violations of this policy will be subject to corrective action up to and including termination of employment.

MAF seeks to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for personal and professional growth and development. We will

make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in undue hardship to the organization.