Volunteer Coordinator Role Description

Thank you for serving as the Volunteer Coordinator for your church. Your role is a critical role in screening, connecting and training God’s people to engage in the mission of loving and serving our neighbors in a time of crisis, confusion, and fear.

The Need A Neighbor platform would not function without you empowering engagement at your church. Thank you!

Role Summary

With the support of church staff and leadership, the basic functions of the role include:

- Learn the Need A Neighbor platform
- Support church leadership in recruiting volunteers
- Screen, register, and train volunteers at your church
- Collect stories and provide inspiring feedback to your church family!

Specific Tasks

- Register as a volunteer on the needaneighbor.org platform
- Review the Partner Information page on needaneighbor.org, including resources and training
- Familiarize yourself with the website and the information on each page
- Provide a way for your volunteers to communicate with you (phone, email, text, online form, etc.)
- Screen volunteers that will register on the website under your church’s name. We recommend (minimally):
  - Talking to them personally
  - Verifying that they attend your church and are known to you or someone you trust
  - You believe they have the best interest of the neighbor at heart and will do the loving thing
• Provide approved volunteers with a unique church-wide registration password so they can self-register on the platform
• Communicate to volunteers how they can register and adopt a project to meet needs
• Assist your church leadership with a plan to recruit and screen volunteers
• Assist in figuring out and implementing ideas on how to distribute or reimburse funding
• Share best practices for maintaining social distancing guidelines while loving neighbors

Resources
In your role as a volunteer coordinator, Community One will provide the following support to you:

• Access to the Need A Neighbor platform and training
• Support from Community One staff member, Elizabeth Myers (elizabeth@community1.org, 812-499-8748)
• Connection to a users group of volunteer coordinators from other local churches to share ideas and best practices
• Continued updates to the Partner information page as new resources become available

NOTE: While food distribution is an essential need, it is absolutely critical for volunteers to follow all civic guidelines pertaining to safety and social distancing while participating in Need A Neighbor.