



## 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](http://needaneighbor.org) platform
- Review the Partner Information page on [needaneighbor.org](http://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 the 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](mailto: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.*