

SHARED BREAKFAST VOLUNTEER COORDINATOR – POSITION DESCRIPTION

The Volunteer Coordinator (VC) plays a key role in making Shared Breakfast (SB) possible every Sunday. This position serves as the liaison between the Urban Outreach (UO) Committee Co-chairs, the SB Managers and the volunteers that work at SB.

Primary responsibilities during the time when offering SB with the take-out model

- 1)The VC will be trained on use of the Breeze volunteer management program that is used for volunteer sign-ups.
- 2)The VC will check the SB sign-up roster each Monday prior to the upcoming SB to make sure that there are sufficient volunteers (or too many) in all the different job classifications.
- 3)If there are shortages (or too many sign-ups) in any of the job classifications, the VC will contact volunteers to adjust the participation until the appropriate staffing levels are reached.
- 4)The VC will email a list of the volunteers signed up by job classification to the SB Manager for each SB on the Friday before that SB.
- 5)The VC will serve as the primary point of contact for volunteers who need to cancel their participation for any given SB for whatever reason. Once a volunteer has notified the VC of their need to cancel their participation, the VC will contact other volunteers within the volunteer pool to request their participation until such time as all openings are filled.
- 6)The VC will manage the addition and removal of names from the SB schedule in Breeze as needed.
- 7)The VC will work with the UO Committee co-chairs in creating quarterly messages to be sent to the volunteer pool requesting their sign up in the Breeze system.
- 8)The VC will work with the UO Committee co-chairs and the Director of Communications at First Church to ensure that there are nametags for all volunteers.

Primary responsibilities during the time when offering SB with the sit-down model

Once we are allowed to return to the model of offering breakfast served restaurant-style in Fellowship Hall, in addition to the responsibilities listed above, the VC would also:

- 1)Prepare volunteer recruitment promotional information for websites including First Church, VolunteerMatch.com and others as appropriate.
- 2)Respond to expressions of interest from potential volunteers with details about SB and dates for initial participation.
- 3)Work with Urban Outreach co-chairs to schedule the new volunteers for an upcoming SB.
- 4)Communicate to new volunteers and to the SB Manager regarding the volunteer's scheduled date for participation in SB.
- 5)Contact new volunteers after their initial participation to thank her/him for participation and to see if the individual wants to continue participating in SB. If yes, the VC will send the volunteer's contact information to First Church's Director of Communication who would enter it into the Breeze contact management system.