



Changing **our**  
city, one life  
at a time.

## Volunteer Coordinator

### INTERNSHIP OPPORTUNITY

**Purpose of Position:** The Volunteer Coordinator Intern will work closely with the Development Director and other staff of ICCM Life Center to support the many individuals and groups who volunteer their time with the ministry. This position will assist with the children's and youth ministry as well as special event / one-time volunteer groups. The intern will learn the fundamentals of volunteer management while working with individuals from a diverse range of backgrounds.

#### **Position Type**

Unpaid volunteer service or internship

#### **Location**

ICCM Life Center, 1812 Park Avenue South, Minneapolis, MN 55404

#### **Responsibilities**

- Volunteer communications
  - Respond to volunteer phone calls and emails in a timely and professional manner
  - Coordinate follow-up with Development Director as needed
  - Maintain and update website Volunteer Page
- Oversee Sunday Shelter Meal Program
  - Handle all communications with meal teams
  - Provide orientation and training for all teams
  - Schedule ICCM volunteers to work with you and the team to provide support as needed
- Oversee the coordination of one-time volunteer groups
  - Jam On The Ave Summer Outreach
  - Youth group mission teams
  - Adult and college work teams
- Coordinate Volunteers for Pre-School children's ministry (ages 3-5)
- Volunteer tracking
  - Enter data to provide timely and accurate tracking of volunteer information
  - Assist with the organization of volunteer information

#### **Qualifications**

- Experience and desire to work with people from diverse backgrounds
- Strong interpersonal and verbal communication skills (written and oral)
- Previous leadership experience preferred

- Ability to train, manage, and support groups of up to 50 people in a service project
- Strong organization skills
- Ability to work well independently and on a team
- Availability, dependability, and willingness to be flexible
- Demonstrated ability to solve problems and think strategically
- Children and youth ministry experience preferred
- Experience with and knowledge of building materials is a plus
- Be open and respectful to diverse life experiences and cultural backgrounds

#### **Schedule / Time Commitment**

- 20-30 hours/week (includes TUE and THU evenings, and Sundays)
- One semester (JAN-APR, MAY-AUG, or SEP-DEC)

#### **Requirements & Training**

- Submit an application and attend an initial telephone interview with Development Director
- Training will be provided during the first week of the internship

*\*\*A criminal background check and/or driving record check may be required. ICCM Life Center reserves the right to conduct background checks.*

#### **For More Information and/or to Apply**

- Contact Dan Helstrom (Development Director) by email at [dan@changingourcity.org](mailto:dan@changingourcity.org) or by phone at (612) 255-8843
- A General Volunteer/Intern Application can be found on our website at [www.changingourcity.org](http://www.changingourcity.org) on the "Volunteer" page. Please submit your application directly to the above contact to expedite processing.