



MISSION

WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): VOLUNTEER SERVICES COORDINATOR	
Staff Group:	☐ Executive Staff ☐ Program Director ☐ Retail Manager ☒ Program Coordinator ☐ Program Staff ☐ Retail Staff ☐ Operations/General Staff ☐ Administrative Staff ☐ _____
Immediate Supervisor: Director of Mobilization	
Tasks also assigned by: Associate Executive Director of Operations & Equipping; Executive Director	
Immediate Subordinates: Full-time (30+ hrs/wk): none, Part-time (up to 29 hrs/wk): none, Work-Study: 1-2 part-time staff	
Status: ☐ Exempt ☒ Non-exempt	Date Last Revised: October 2025
Hours Per week: Full Time. 40 hours/week (typically during the work week, but some weeknights or weekends as needed for volunteer related recruitment, orientations, tabling, etc.).	
General Summary: This position serves as part of broader equipping part of MWMW mission statement- to equip people to become more compassionately involved with their neighbors experiencing poverty. Volunteer Services Coordinator will recruit volunteers, get them in our volunteer system (CERVIS) and connect them to serve in the different programs within Mission Waco. This role will also coordinate community serve days at Creekside Community Village and coordinate opportunities for the greater community to invest, learn, and serve in that project.	
Critical Functions and Responsibilities	
1. Volunteers: Mission Waco/World is a volunteer-based non-profit. Volunteers assist in virtually every program area. This position coordinates all general volunteer recruitment and management. Responsibilities: 1. Networking with various program areas; being able to identify and assess program needs for volunteer assistance. 2. Training staff and volunteers to utilize CERVIS volunteer management software. 3. Running confidential background checks. 4. Preparing reports as needed. 5. Supervising work study student(s) or other key volunteers to assist with operation of Volunteers program. 6. Coordinating volunteer orientations on a weekly basis at MWMW and via zoom	
2. Community Service Coordination: MWMW is an approved site for court-appointed community service. Screen people to see if a suitable assignment is available at MWMW, and coordinate with program director for approval. Serve as point of contact to make sure documents are signed to verify volunteer hours.	
3. Work Study Coordination: MWMW is an approved site for Baylor work study students. Connect applicants with program directors. Onboard new work study students and approve hours through Baylor.	

*The functions and responsibilities contained in this Position Description are not all inclusive.
Other duties and requirements may be assigned at any time.*

4. Recruitment: Explore and initiate ways and relationships to increase volunteerism at MWMW, including from underrepresented areas of our community.	
5. Creekside Community Village Connections: Create opportunities for the greater community to see, learn about, and serve at Creekside Community Village. Including coordinating community serve days, relational encounters, and tours for interested volunteers/groups.	
6. Community Impact: Assist with tours, speaking engagements, community education and other “equip” opportunities as assigned or invited by executive staff.	
Additional Functions and Responsibilities	
1. General tasks or other duties as assigned/requested by supervisor and Executive Staff.	
2. Assist in other “equipping” activities, such as speaking at churches/ community events or leading tours.	
3. Attend staff meetings and training as scheduled.	
4. Screen incoming emails, phone calls or visitors and coordinate appropriate communication with necessary staff person(s).	
5. Draft letters, database reports, PowerPoint presentations and emails as necessary. Some graphic design.	
5. Become familiar with Christian Community Development resources and Giant Worldwide leadership materials to assist with training staff and volunteers.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Familiarity with or aptitude/interest to learn about Christian Community Development principles and goals as well as Mission Waco Mission World’s mission statement. 2. Knowledgeable in Microsoft Office 3. Aptitude to navigate, and train other staff in use of, various software applications for calendaring, website updates, etc.	Skills and knowledge preferred: 1. Knowledge of or familiarity with light maintenance, cleaning, yard work, and construction skills. 2. Bi-lingual in Spanish/English, and able to translate documents
Minimum previous experience required: 1. 1-2 years in related work 2. Familiarity with MWMW, and/or experience with marginalized populations	Previous experience preferred: 1. 2-3 years in related work 2. Experience in planning and leading Christian discipleship opportunities for youth and/or adults
Minimum education required: High school diploma	Education preferred: Seminary or equivalent experience preferred.
Minimum communication skills required: 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. 2. Represents Mission Waco’s values with all program participants, volunteers, donors and visitors.	Communication skills preferred: 1. Experience in marketing, public speaking and social interaction skills, in private and/or public sectors.
Behavioral, emotional, mental requirements: 1. Mature Christian required.	

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2. Must be organized.	
Other requirements: 1. If 21 years of age or older: If valid driver's license and no more than 1 moving violation in past three years, then able to drive MWMW vehicles. 2. Able to keep flexible hours. 3. Some light lifting (25lbs). 4. Ability and willingness to work outside when necessary.	

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