



KNOX AREA RESCUE MINISTRIES

Restoring Lives In Jesus' Name

KARM Volunteer Position Description

Title: Volunteer Services Team Member

Responsible to: Volunteer Coordinator

Purpose/Overview: To participate on the volunteer services team and to effectively mobilize and multiply volunteers to partner with KARM in fulfilling the mission to effectively serve the poor and needy of the Knox area in Jesus' name.

Responsibilities:

- Meets individually with the Volunteer Coordinator
- Works closely with the Coordinator to make sure the volunteer process is effective and that volunteers are valued and successful
- To be a support in administrative work, phones, data entry, emailing, etc.
- To be creative and innovative in an effort to recruit, affirm, train and lead volunteers
- Participate in team meetings
- To be a liaison between ministry departments and the volunteer department

Time Commitment: Approximately 3-5 hours per week during the hours of 8:30 am-5 pm, M-F

Length of Commitment: Minimum 6 months

Qualifications:

- Mature follower of Christ who understands the significance of serving
- Must have good written and verbal communication skills
- Be organized and good with follow through
- Computer skills (Microsoft, database experience)

Training/Preparation:

- KARM Volunteer Orientation
- On-the-job training with Volunteer Coordinator
- Ongoing support and feedback provided

Interested in this position? Click [here](#) register to attend the next KARM Encounter to learn more about KARM and for more information on how to apply.