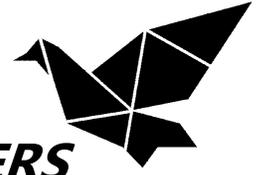


Job Posting

Volunteer Care Coordinator

**LIVING
BIBLE
EXPLORERS**



Walking with Winnipeg's inner city youth since 1969

Living Bible Explorers (LBE) is a non-denominational Christian charity that is committed to helping children, youth and their families become productive, responsible and spiritually mature individuals. The Volunteer Care Coordinator, in collaboration within the assigned ministry team, is responsible for organizing and leading all tasks related to their ministry department. Our overriding vision is to lead children into a full knowledge of Jesus Christ as Lord and Saviour. We are therefore seeking a fully committed, prayerful believer as our Director, one that will become a permanent and passionate team member.

Responsibilities of the position will include (but are not limited to):

- Maintaining a volunteer database, capturing volunteer information to facilitate the matching of volunteers with appropriate ministry events and/or support functions and regular contact for prayer and evaluation.
 - Developing, and communicating a volunteer opportunities communication plan that is relevant to the different volunteer age demographics, ensuring that volunteers are included in LBE's communication strategies.
 - Communicating LBE's vision with organizations such as schools, churches and church groups, supporters and volunteers encouraging and growing their desire to participate.
 - Developing and executing plans to facilitate recruitment of new volunteers.
 - Conducting orientation and training programs for volunteer individuals and groups.
 - Ensuring legal checks and waivers for board members, staff, and other volunteers are current and on file, also providing assistance in obtaining required documentation.
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Qualifications include;

- Post-secondary degree (or related experience) preferable in communications, public relations, education, social work or related fields.
- Skilled at interaction with people of different age demographics and gender.
- Proficient with Microsoft suite, especially Word, Excel, and Publisher in addition to knowledge of social media communication.
- Ability to work independently and cohesively in a team.
- A class 5 driver's licence is required.

Additional notes:

- The successful candidate will be required to raise personal prayer and financial support.
- All staff are required to indicate agreement with the ministry Statement of Faith.
- A successful candidate must pass the Child Abuse Registry Check and Police Information & Vulnerable Sector Check.

A more detailed job description is available upon request – contact office@livingbibleexplorers.com