Creating opportunities for adults with and without developmental disabilities to experience belonging, kinship and the life-changing reality of Christ's love.

Volunteer Coordinator

Volunteering at Reality is all about creating friendships. The Volunteer Coordinator (VC) plays a key role in creating a community that is rich and diverse by seeking out and inviting people to bring their unique gifts and presence to the Reality community, articulating the unique mission to prospective volunteers, and integrating them into the life of Reality Ministries.

Recruitment: Expanding Reality's volunteer base by engaging the broader Triangle community (churches, universities, etc.) with an eye towards creating a pool of volunteers that is as diverse as our participants

1. Developing and implementing a strategic plan for outreach in the community to groups not yet connected to Reality Ministries (RM), to spread the word about volunteer opportunities and invite new people into engagement
2. Sustaining and strengthening relationships with churches, college and university groups, civic organizations, and others who are already partners, to grow our volunteer base
3. Arranging for opportunities to speak about RM in various settings
4. Creating a plan, with other RM staff, for growing the diversity of our volunteer pool
5. Regularly checking for and responding to volunteer inquiries – whether through the website, personal connections, or any other avenue
6. Conducting one-on-one introductory volunteer meetings, to get to know the prospective volunteer, present volunteer options, and go through the RM Volunteer Orientation. This step is essential, as it is the first moment when volunteers are exposed to RM's approach to ministry and volunteering.
7. Processing a background check and calling references if needed
8. Entering and updating all volunteer information in Salesforce

Integration of volunteers into the community: Coordinating with RM staff to connect volunteers with the roles that best fit their time/interests

1. Discerning, through meetings with other staff and attending programs regularly, areas within RM where more volunteer support and presence are needed
2. Connecting new volunteers with appropriate program staff person(s)
3. Keeping track of volunteer information in Salesforce and encouraging volunteers to honor their commitments to volunteering
4. Overseeing volunteer opportunities for RM participants
5. Recruiting volunteers (individuals or groups) for occasional one-time projects(e.g. workdays at the Reality Farm, MLK Workday, special projects, and more)

Support: Attending to the development and well-being of volunteers

1. Communicating with volunteers about general RM matters.
2. Coordinating development opportunities for volunteers (e.g. August Volunteer Orientation, evening training meetings, Reality Forum)
3. Working with Reality Community Leaders, to provide ongoing care and support to volunteers
4. Developing strategies for long-term volunteer retention

Intern Supervision: Care and support of Reality Fellows and other interns serving at RM

1. Recruiting, interviewing, and selecting, with the Fellows team, each cohort of Reality Fellows
2. Communicating with administration at various institutions who send us interns: NCCU, Duke, & Duke Divinity and participating in their required training sessions.
3. Onboarding of Fellows and interns with orientation to RM's mission and programs.

4. Facilitating various trainings to ensure Fellows and interns are equipped to succeed in their roles
5. Coordinating and often leading regular reflection times for Fellows and interns
6. Supporting Fellows and interns in various ways throughout their tenure

In addition to the above roles, all RMcore staff, including the VC, commit to:
- Weekly staff meetings and staff development
- Monthly leadership team meetings
- Focused action teams with 1-2 other staff members
- Biannual staff retreats
- Participation in programming and special events as needed
- Fill-in as needed for other staff members who are out on vacation, maternity/paternity leave, etc.
- Two overnight group trips (two nights each)
- Fundraising support (attending events, writing thank-you notes to donors, etc.)

Core Competencies:
1. Passion about initiating diverse community partnerships by recruiting volunteers and interns bringing a variety of gifts, ethnicities, backgrounds, experiences, etc
2. Excellence in communication, especially related to articulating the unique mission of RM and the opportunities for involvement
3. Detail-oriented, proactive, self-motivated, and skilled in problem-solving
4. Strong administrative skills with experience in G Suite, Microsoft Office, & Salesforce preferred

Core Commitments:
1. Beloved community amongst people with and without developmental disabilities
2. Racial equity and anti-racism
3. The Christ-centered focus of Reality Ministries
4. A relational team culture that values collaboration

Benefits and Compensation:
Starting salary $45,000 (negotiable)
Individual insurance benefits (at no cost to employee)
VC works on average 40 hours/week, including occasional evening and weekend responsibilities
Generous personal and vacation policy

Persons of color encouraged to apply

Reality Ministries is rooted in the all-inclusive love of Jesus and the belovedness of every person. Our community includes all sorts of difference: ability, race, ethnicity, faith, culture, sexual orientation, gender identity, theological perspective, socioeconomic status, citizenship, language. Committed to fostering a community of respect and standing against all forms of discrimination, we seek to be a community of welcome where inherent dignity is affirmed, diverse gifts are celebrated, and sacredness of every person is valued.

Please send cover letter and resume to: julie@realityministries.org