



## **Position—Volunteer Director**

Reporting to the Director of Operations, the Volunteer Director will be responsible for leading a volunteer program that ensures Preston Taylor Ministries has a team of volunteers to fulfill its vision that “through joy-filled friendships, Preston Taylor children will pursue their God-inspired dreams”. Embracing PTM’s Christ-centered mission, the Volunteer Director will lead PTM in the recruiting, training, and retaining of volunteers.

### **Responsibilities**

#### **General**

- Represent PTM and its mission formally and informally.
- Participate meaningfully and significantly in staff meetings.
- Be personally familiar with all PTM programming.
- Interact with volunteers at every site and every program.

#### **Management**

- Formalize policies and procedures related to volunteer programming.
- Connect new volunteers with appropriate staff member for detailed orientation and placement.
- Manage volunteer database.
- Oversee Volunteer Coordinator and intern team to reach volunteer recruitment and retention goals established in strategic plan.
- Assist with groups providing one-time service to PTM.
- Help develop resource teams to support the goals of Thrive students.
- Work with advancement team to create events designed to expose others to the volunteer opportunities available at PTM.

#### **Communication**

- Represent PTM at volunteer and internship fairs.
- Speak in churches, schools, and organizations to enhance PTM’s outreach.
- Produce a quarterly parent newsletter.
- Work with advancement team to communicate regularly with volunteers through social media and bi-monthly volunteer newsletters.

## **Training**

- Train PTM staff to orient and lead volunteers in their respective programs.
- Develop and lead a Volunteer Development Committee in order to broaden the reach of volunteer recruitment.
- Plan and lead volunteer orientations.
- Ensure every volunteer at PTM is prepared and resourced to fulfill volunteer task.
  
- Provide “continuing education” opportunities for PTM volunteers.
- Develop a parent advisory council to build PTM’s team of volunteers.

## **Relationship Building**

- Recruit volunteers through a variety of sources—supporting churches, social media, Hands on Nashville, universities, and others.
  
- Place volunteers in active service with PTM with special consideration for matching the skills, qualifications, and interests of each volunteer with the needs of PTM.
  
- Create gatherings for volunteer roundtable discussions and mutual encouragement.
- Oversee volunteer recognition programs.
- Supervise volunteer appreciation efforts—including annual Giving Thanks Dinner.
- Participation in various volunteer award programs.

## **Work Schedule**

The Volunteer Director will have flexibility to create a personally workable schedule allowing for regular check-ins with all PTM programming—including some evenings and weekends. The Volunteer Director would be expected to speak at supporting churches (often on Sundays).

## **Benefits**

- Salary: \$37,750 per year.
- Benefits: Optional enrollment in PTM’s healthcare plan.
- 15 days of paid vacation and 2 sick days.