

# CHRISTIAN BRIGADES

## Position Description

### Volunteer Recruitment

<b>Position Title:</b> Volunteer Recruitment		<b>Location:</b> Virtual
<b>Length of Performance:</b> 1 year commitment		<b>Time Commitment:</b> 12 hours per week
<b>Mission &amp; Values</b>	<ul style="list-style-type: none"> <li>• Christian Brigades is an interfaith organization providing sustainable healthcare development and educational structure to rural communities around the world.</li> <li>• Hope, Reach, Empower</li> </ul>	
<b>Role Purpose</b>	<ul style="list-style-type: none"> <li>• Ensure that there is a consistent pool of highly qualified volunteers for CB Trips</li> </ul>	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Type contact cards &amp; verify mailing addresses</li> <li>• Maintain Contact Sheet up to date</li> <li>• Contact potential volunteers via phone, text, email</li> <li>• Provide high quality of service to incoming volunteers</li> <li>• Attend recruitment events</li> <li>• Research &amp; Book recruitment events</li> </ul>	
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Potential Volunteers</li> <li>• Current/Past Volunteers</li> <li>• CB Development Director</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• CA Driver's License, must have reliable transportation &amp; laptop &amp; access to wifi</li> <li>• Experience working with people from diverse backgrounds &amp; ages</li> <li>• BS/BA, Certification or working towards a degree in any of the following: Business Management, Marketing, Public Health, Nonprofit Admin, Accounting.</li> <li>• Organized, neat &amp; detail oriented</li> <li>• Fluent interpersonal skills with a variety of constituents</li> <li>• Strong verbal &amp; public speaking skills</li> <li>• Strong written communication ability, especially professional emails</li> <li>• Ability to lead and inspire volunteers to join CB</li> <li>• Excellent computer skills, including database management/researching</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Phone call scripts, trip information, program structure, public speaking, presenting</li> </ul>	
<b>Reports to</b>	<ul style="list-style-type: none"> <li>• CB Development Director</li> </ul>	
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Chance to improve/gain knowledge: public speaking, nonprofit management, interpersonal relations, communication skills, marketing, leadership empowerment, volunteer engagement.</li> </ul>	
<b>Compensation</b>	<ul style="list-style-type: none"> <li>• \$1,500 stipend towards a CB Trip</li> </ul>	

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date