



BRIDGEPORT RESCUE MISSION

Expanding Hope. Rebuilding Lives.

Volunteer Engagement Manager

At Bridgeport Rescue Mission we provide vital services to men, women, and children facing hunger, homelessness, and addiction, offering help to heal and return to the community whole. Our mission is to fight poverty from the inside out embracing people with compassion of Christ, offering hope and healing for a changed life. Bridgeport Rescue's vision is to excel in providing food, shelter, clothing, education, job training and counseling to neighbors in need. Here at Bridgeport Rescue Mission, we take pride in creating employment opportunities for individuals to continue to grow their career and achieve individual development goals. This Volunteer Engagement Manager position will provide the opportunity to coordinate the needs of our community and residential guests to achieve the mission and vision of Bridgeport Rescue Mission.

Position Summary:

Volunteer Engagement Manager

The Volunteer Engagement Manager works directly with and reports to the Director of Community Services to provide excellence. As the Volunteer Manager, you are crucial in as a team player recruiting and managing volunteers and organizing volunteer events and programs. Your engagement with and empowerment of volunteers directly contributes to the Bridgeport Rescue Mission's ability to serve the Bridgeport community.

Position Responsibilities: (the following but not limited to:)

- Act as a primary point of contact for communications with all volunteers and volunteer groups to schedule, confirm and follow up on volunteer engagement serving opportunities.
 - Conduct and/or arrange for volunteer orientation and training.
 - Schedule all-volunteer activity using VolunteerLocal software program.
 - Work with other managers to develop and manage volunteer policies, procedures, and standards of volunteer service.
 - Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate to serve volunteers and staff better.
 - Maintain accurate records and provide timely statistical and activity reports on volunteer participation through VolunteerLocal,
 - Work with the Communication Department to publicize opportunities for volunteers through social media.
 - Provide ongoing support and guidance for volunteers.
- Keeps up with returning inquiries that come in through the volunteer inbox.

Job Requirements:

- Ability to multi-task and work with a diverse population and staff.
- Demonstrate a zeal to learn and grow professionally and spiritually.



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- Ability to work alongside the team members of Community Services and other BRM departments.
- Advanced Computer skills.
- Prefer associate degree.
- Must be trauma informed.
- Subscribes to Bridgeport Rescue Mission's Statement of Faith
- Must have a demonstrated understanding of and stated commitment to diversity, inclusion and equity issues in the delivery and management of clinical services.
- Demonstrated experience working with diverse populations.
- Demonstrated strong interpersonal skills necessary for effective work relationships.
- Demonstrated ability to communicate information effectively.
- Demonstrated ability to respond to emergency situations effectively.

Schedule:

- 40-hour week / schedule provided by Director of Community Services. This can change based upon events that are going on.