



Volunteer Coordinator - Located in Baja Region

Start Date:

ASAP

20 hr/week

Why this position matters:

The Volunteer Coordinator is the member of the Baja Regional Leadership Team (which means you live in Baja full-time) that helps coordinate all of the volunteer efforts taking place in Baja, including Summer Camp, extended volunteers, and supporting incoming service trips. The Volunteer Coordinator needs to have a thoughtful, energetic personality because he or she will be responsible for making sure our volunteers feel valued and loved, and that they make the biggest possible difference in the lives of the kids we serve. The Volunteer Coordinator will coach Volunteer Supervisors during regular 1:1's, coordinate volunteer positions (schedules, etc), and support incoming service trip volunteers with the assistance of the host orphanage Volunteer Supervisor. If you're great at motivating people to do their best work, this is the job for you.

Role Responsibilities:

- Coordinate Extended and Summer Camp Volunteer Program
 - Finalizing interviews with long term and summer camp volunteer prospects
 - Supervise the on-site Volunteer Supervisors
 - Assist with scheduling, roles and responsibilities
 - Provide mentorship and guidance
- Coordinate incoming Service Trip Volunteer needs
 - Coordinate with on-site Volunteer Supervisor
 - Ensure needed supplies are procured such as food and other project supplies
 - Coordinate with the Orphanage Director or designated point of contact to facilitate trip plans, construction projects, lodging, and overall trip schedule
- Promotion of the Volunteer Program

- Search for key volunteers locally (expert volunteers in a specific area or specific volunteers for a project tile, etc)
- Participate in events to recruit volunteers (school conferences, student fairs, youth religious events, etc.)
- Achieve local alliances on both sides of the border for the volunteer program (Schools, Universities, churches, youth groups, companies, etc.)

Required Skills:

- Excellent written and verbal communication skills; proficient in English-language business writing
- Engaging personality and confident team leader
- Experience working with diverse groups of people, especially youth
- Ability to build a cohesive volunteer team through excellent communication, leadership, and behavior modeling.
- Ability to address and moderate complex interpersonal challenges
- Proficient in the use of computers, including Google Docs
- Superb organizational skills
- Excellent time management skills; able to prioritize
- Motivated to take on additional projects and solve problems
- Comfortable with multiple tasks and projects at hand
- Self-directed and able to work without supervision
- Proficient in both Spanish and English
- Have valid US visa and driving license valid in Mexico and the US
- Knowledge of the Baja Region (Routes, places to visit, emergency service, transportation, etc)
- Experience with kids in orphanages
- Possess the ability to train others
- Proactive and self motivated

A note from the Executive Director:

If you want to apply for this job, the following should be true of you:

- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool and you need to be vulnerable.

- You aren't assumptive, you look for clarity and don't mind looking ignorant because you care more about being valuable than looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgement calls regularly.
- You are crazy-organized and productive. Maybe you've read Getting Things Done by David Allen and you've made it your own (that would probably make you a shoe-in candidate).
- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's Strengthsfinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).
- You need to be task oriented and love knocking things off your checklist. This is a big one.
- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would be able to know what would count as evidence that you are smart and capable enough to roll with us. If you just send a resume and not a cover letter you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so *you* obviously will include it).

About Us:

A Child's Hope Foundation (ACHF) is a 501(c)3 public charity that's mission is "Lifting Orphans from Surviving to Thriving." Please do check us out at www.achf.org and look for us on FB and Instagram.

To apply, email your cover letter and resume to info@achf.org. The interview will be conducted in English.