



## **MCV - Volunteer Recruiter - Role Description**

**MISSION STATEMENT:** As followers of Christ, we empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical and spiritual support.

**VISION STATEMENT:** *Changed Choices* exists so that women who have experienced incarceration lead restored lives marked by healthy decisions, self-sufficiency, and contribution to their communities.

### **CORE VALUES:**

- Integrity
- Community
- Restoration
- Responsibility
- Productivity
- Affirmation

**PURPOSE STATEMENT:** A mission-critical volunteer is an individual who performs essential, non-compensated tasks typically integrated with staff, and is necessary for the organization's efficient functioning. The *MCV Volunteer Recruiter* serves in a manner that represents the *Changed Choices* mission, vision and values. This individual is responsible for promoting, recruiting and tracking volunteer interest and participation.

**REPORTING RELATIONSHIPS:** Reports to and works cooperatively and collaboratively with *the Assistant Executive Director* for specific projects.

**TIME INVESTMENT:** The Volunteer Recruiter can anticipate approximately 10 hours/month. After the initial training, there will be opportunities for remote work. Expect at least one in-person hour each month to meet ministry/organizational leadership.

### **MAJOR RESPONSIBILITIES:**

- Increase awareness of Changed Choices in the communities served
  - Research churches with women's ministries and other like-minded women's groups
  - Initiate contact to introduce Changed Choices and share volunteer opportunities

- Set up a more in-depth meeting for Changed Choices leadership/staff as appropriate
- Educate interested parties on specifics of volunteer opportunities (provide Volunteer Resource notebook and discuss opportunities)
- Coordinate with staff to keep volunteer needs and role descriptions updated
  - Send as revisions as needed
- Promote opportunities on ShareCharlotte, Mission CLT, FORCLT and other platforms
  - Keep information current on all platforms
- Other duties as assigned

**REQUIREMENTS:**

- Excellent oral and written communication skills
- Internet research skills
- Comfortable making “cold” calls to various organizations
- Ability to engage with congregations of varying denominations/cultural backgrounds
- Flexibility to handle varying assignments from week to week.
- Function with a high degree of organization and attention to detail
- Ability to take initiative and work independently
- Willing to learn Salesforce to keep information up-to-date
- Comfortable working in MicroSoft Office and/or Google
- Represent Changed Choices well to our church and community partners