

The Hope Center at Shoreline Community Church

Volunteer Coordinator

Overview of Position:

This position will be responsible to register students to determine needed services for English proficiency and Immigration services, including conducting assessments, scheduling of classes, tutors and appointments with BIA accredited representatives. The volunteer coordinator is also responsible for training and scheduling volunteers and coordinating volunteer training events. Fluency in Spanish required.

Note: Providing English classes has been identified as a need and provides a way to serve our neighbors. However, our main goal is to build relationships with the students and be allowed the privilege to share the hope of the gospel. The person who fills this position will be the first contact for adults and must be willing to pray and share the gospel when provided the opportunity.

Responsible to: Immigrant Hope Santa Barbara Director

Personal & Relational Requirements:

- Truly love Jesus, personally and passionately
- Have a heart anxious to go on mission to win the lost through service
- Personal godliness and a vibrant walk with Christ that is evident to all
- Have an ability/eagerness to work in a cross-cultural setting.
- Maintain the highest standards of moral purity, honesty and integrity. You will be representing Jesus Christ and Shoreline Community Church to our community.

Specific Tasks:

- 1) Create a welcoming environment for students as a point of first contact.
- 2) Conduct student evaluations to determine English proficiency
- 3) Schedule students and/or Immigration clients for classes, tutoring, or consultations.
- 4) Schedule volunteers, training of volunteers, coordinate volunteer events.
- 5) Create and track volunteer and student information in excel database including attendance, number of hours, level of class, type of assistance utilizing, etc)
- 6) Schedule rooms for classes and tutoring and post schedules (Inform teachers, tutors, and students of dates and times and or changes to room locations)
- 7) Coordinate book orders/distribution to new students & handle cash/check payments from students for assessment fee and material fee.
- 8) Effectively work in a team with other Hope Center volunteers and leadership staff.
- 9) Attend required trainings and meetings.
- 10) Maintain confidentiality of all students/customers seeking services.

Schedule: This position may require flexibility in working hours depending on class days, times, and hours of operation. Availability in afternoons and some evenings is required.

If interested in this position, please contact Diane Martinez at diane.martinez@immigranthope.org