



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, five Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

Volunteer Coordinator

Job Description Summary: This position will be responsible for critical areas of connecting campus ministry with community stakeholders. The Volunteer Coordinator proactively recruits volunteers to support the ministry of OBHC, ensures all campus visitors have a meaningful experience and follows up with volunteers and volunteer groups to help strengthen their relationship with OBHC.

This position is full-time. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more.

Location: Owasso

Reports to: The Volunteer Coordinator reports to the Campus Director.

Supervises: Campus Volunteers.

Requirements: *"For an overseer, as God's steward, must be above reproach."* Titus 1:7a, ESV

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial, and resurrection (Jn. 14:6).
2. Believe the Bible is the only, inspired, and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39), and a calling to OBHC (Ps. 90:16, 17).

Educational and Experiential Requirements: *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. High School diploma or equivalent.
2. Excellent interpersonal, communication and networking skills.
3. Proficient in Microsoft 365 with the ability to learn and master deeper concepts quickly.
4. Able to learn and master new software and technology quickly.
5. Detail oriented team player.
6. Strong connection with Oklahoma Baptist and Tulsa area communities.

We are a religious employer and we reserve the right to hire based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, work heartily, as for the Lord and not for men” Colossians 3:23, ESV*

1. Volunteer Coordinator (recruit):

- A. Proactively recruit volunteers in surrounding community, churches, and associations.
- B. Receive inquiries and requests from individuals, churches, or groups for volunteer opportunities with the campus.
- C. Build and maintain relationships that keep volunteers engaged and informed about the ministry and opportunities to partner with campus.
- D. Maintain volunteer files as per OBHC protocol.
- E. Develop and maintain a database of volunteers capable of providing skilled labor as projects require.
- F. Develop and maintain a prioritized list of work projects for the campus. Campus Director will approve all work projects prior to assignment of volunteers.
- G. Appropriately match volunteers to campus work projects and events, with the help of the appropriate event coordinators.

2. Volunteer Coordinator (host):

- A. With a deep knowledge of the services offered by OBHC, be ready to provide an informative and meaningful tour experience for all campus guests.
- B. As an Owasso Campus team member, take personal responsibility for campus aesthetics, always seeking to improve the campus experience for residents, staff and guests.
- C. Work closely with the Campus Director and the Director of Campus Maintenance to adequately oversee volunteer efforts.
- D. Communicate with staff, residents and volunteers to ensure the campus and facilities are ready to give volunteer teams a great experience.
- E. Prior to a volunteer team’s arrival on campus, ensure the team understands their work assignments and has everything prepared for them to start on time and be productive.

- F. Host volunteers on campus, creating a great experience for volunteers, staff and residents.
 - G. Through timely, purposeful follow-up, express OBHC's gratitude for volunteer help, seeking to create strong, long-lasting partnerships.
 - H. Collaborate with the Campus Director and Development Team to purposefully connect volunteers with the ministry (rather than just projects), seeking to move volunteers along the continuum from occasional to committed to sacrificial partners in the ministry.
- 3. Assist the Campus Director with Development and Community Engagement Endeavors** *"But as you excel in everything—in faith, in speech, in knowledge, and in all earnestness, and in our love for you—see that you excel in this act of grace also."* 2 Corinthians 8:7, ESV
- A. Host regular Difference Makers gatherings, assist with tours of the campus, and assist with follow-up with those who attend.
 - B. Coordinate with area churches opportunities to host their regular gatherings on campus, creating opportunities to share about the ministry and invite people to partner in the ministry.
 - C. Look for Community events at which it would be advantageous for the Director to attend, serve or speak.
- 4. Humbly Assist Campus Staff as Priority Needs Dictate.** *"But many who are first will be last, and the last first."* Matthew 19:30, ESV
- A. Assist with greeting guests, staff and residents pleasantly, modeling Christ-like hospitality (Heb. 13:2).
 - B. Assist with answering phone calls, skillfully providing coverage for the reception desk as needed.
 - C. Provide occasional assistance to Direct Care staff, humbly supporting OBHC's front-line missionary efforts.
 - D. Take initiative to assist team members who are experiencing seasons of heavier workloads.
- 5. Responsible for Reporting to Proper Authority with Christ-Like Submission.** *"Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God."* Romans 13:1, ESV
- A. Responsible to sacrificially work non-traditional shifts, as needed. This may include evenings and weekends.
 - B. Responsible for handling unexpected daily events on-campus with calmness.
 - C. Seeks proper administrative approval on all credit card and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
 - D. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
 - E. Maintains appropriate attire as dictated by: biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities, and office procedures.

- F. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- G. Leave requests of any type are arranged in a timely manner with one's immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- H. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity, and only necessary items (Prov. 21:20).
- I. Upon receiving OBHC employee credit card statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- J. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI, L, pg. 31) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- K. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).

6. Demonstrates Christ-like Interpersonal Skills

"Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel" Philippians 1:27, ESV

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children, and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

7. Honor God's Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained *"So then each of us will give an account of himself to God." Romans 14:12 ESV*

- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to the administration (Prov. 28:18).
- B. Demonstrate stewardship and ownership by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained (Gal. 6:4, 5).
- C. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

