

The Salvation Army, an internationally recognized non-profit, faith-based organization, has an opening for a **Volunteer Coordinator** for the Houston Area Command, located in Houston, Texas.

Please apply for the job: <https://salvationarmyhouston.org/houston/careers>

Salary Range: \$19.72 - \$29.58, depending upon experience.

Job Summary

Recruits, enrolls, and trains volunteers for service projects within the LOCATION; helps supervise volunteers; prepares and distributes letters to volunteers; collects, organizes, and maintains volunteer information; assists in the preparation of volunteer activity reports.

Knowledge, Skills, and Abilities

Knowledge of social service programs. Knowledge of volunteer recruitment methods and practices. Ability to follow instructions and work with limited supervision. Ability to prepare accurate and complete records and reports. Ability to use Microsoft Office applications including Word, Excel, Access, etc. Ability to build and maintain effective working relationships with volunteers.

Education and Experience

Associate's degree or two years coursework from an accredited college or university in Marketing, Public Relations, or related field, And One year experience recruiting and overseeing volunteers preferred, and any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Certifications:** None.

Physical Requirements/Working Conditions

Ability to meet attendance requirements. Ability to read, write and communicate the English language effectively. Ability and willingness to conduct all duties in accordance with the ministry of the organization and its Christian principles; conducts all communications and job duties with the highest level of professionalism. Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking. Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects (less than 25 lbs.) 5-10% of work time. **Working Conditions:** Work is usually performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.

Additional Comments:

All employees recognize The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

To apply, please select the "Apply Now" icon at the bottom of this posting.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled