



Volunteer Coordinator Position Description

Position: Full-time, 40 hrs per week

Location: COTP Campus, in Lagossette, Haiti (Located near Cap-Haitien & Milot)

Position Summary:

The Volunteer Coordinator will be responsible for sustaining the volunteer vision at COTP by actively scheduling volunteer groups, planning educational serve trips, engaging the local community, and caring for groups while they stay on COTP's campus.

Position Duties & Responsibilities:

- Respond to volunteer requests and walk volunteers through the volunteer application process
- Filter volunteer requests with the use of background checks, references, and applications working with designated staff members to approve volunteers
- Plan all trips for volunteer groups (1-2 group trips per month, up to 10 people each)
- Host adoptive parents/families on their socialization and child pick up trips overseeing their lodging and outings (program/adoption staff will coordinate child interaction and social work visits)
- Coordinate with other local nonprofits to establish partnerships with educational volunteer trips
- Establish a Haitian culture & history presentation with accompanying material to orient and teach volunteers about Haiti in a factual, meaningful way
- Coordinate with other COTP staff to set up projects & other opportunities for volunteers on the campus
- Work with the Development Team to facilitate Vision trips for donors & churches who have been or are looking to become more heavily vested in COTP
- Oversee necessary paperwork for ALL visitors coming to COTP.
- Clearly communicate Volunteer House policy to all staff.
- During weeks where volunteers are present, the VC should be available as the primary contact for volunteers

Position Skills & Qualifications

- Faith: Must clearly express their faith in Jesus Christ as their Savior, and also demonstrate a lifestyle that reflects that faith
- Education: High School Diploma required, College Education preferred
- Experience: Experience working with volunteers and/or in a third world country preferred
- Language: Proficiency in English and Creole
- Key Skills & Characteristics:
 - Strong interpersonal skills
 - Strong communication skills
 - Adaptability
 - Experience working with Google Docs & Sheets
 - Ability to manage and lead individuals and groups of people
 - Passionate about facilitating meaningful volunteerism in Haiti