

JOB TITLE: VOLUNTEER RELATIONS (PAINT CENTER)

Matthew 25: Ministries seeks a full time Volunteer Relations professional to be a part of our expanding team. This is a customer-service position with a focus on creating a memorable and exceptional volunteer experience in our Rainbow Paint Re-blending Center.

From the moment they walk through our doors, we want volunteers to know they're VIPs. Our team helps create this atmosphere by greeting guests with a smile, giving them a tour of our Global Village (interactive exhibit with life-like poverty and disaster displays), answering questions about the ministry, and working alongside volunteers in our Rainbow Paint Re-blending Center in order to build positive relationships.

SCHEDULE

Full time, five days Monday - Saturday. Days off will be Sunday and one additional day.

PAY

\$30,000 - \$32,000 / year salary + benefits

THE SUCCESSFUL CANDIDATE WILL WORK WELL BOTH INDEPENDENTLY AND AS PART OF A TEAM WITH THESE PRIMARY RESPONSIBILITIES:

- Work alongside teammates and volunteers in the Rainbow Paint Re-blending Center, recycling and reblending donations of paint and preparing for shipment.
- Lead groups of volunteers, providing clear instructions to both individuals and large groups, maintaining a clean and stocked work area, and transferring finished product.
- Engage all levels of interest, ability levels, and group sizes.
- Maintain station appearance and inventory.
- Accurately present information about Matthew 25: Ministries, answering guests' questions about the Ministry and being willing to research and follow up as needed.
- Thrive in a fast-paced warehouse environment, which requires long periods of walking, standing, heavy lifting, pulling, and attention to detail.
- Operate machinery within department safety guidelines.
- Maintain a detailed schedule and meet time constraints daily.
- Represent Matthew 25: Ministries in a professional and positive manner at all times.
- Accomplish organization's goals by completing related tasks as needed and in a timely manner.
- Training will be provided, no previous experience working with paint is necessary.
- SATURDAY HOURS REQUIRED.

DESIRED SKILLS AND EXPERIENCE

- Some experience working in customer service or communications.
- Ability to stand and work in a fast paced environment.
- Good interpersonal skills. Must enjoy working and interacting with a wide variety of people.
- Positive and friendly attitude, and willingness to learn.
- Strong verbal communication skills, especially in front of groups.
- Willing and able to work alongside volunteers in a warehouse setting, sorting and processing product to help the needy.
- Willingness to be involved in miscellaneous tasks as the needs arise, particularly during disaster responses and special events.
- Forklift experience is a plus.