



Volunteer Coordinator/Reception (Full-time or Part-time)

For the Nations: Refugee Outreach, Garland, TX

Primary Functions

- Welcome staff, volunteers, and refugee students (current and prospective) to For the Nations
- Direct volunteers to appropriate classrooms
- Lead volunteer orientations
- Communicate with volunteers regarding holidays, schedule changes, and other upcoming volunteer opportunities
- Answer phones
- Minimum of 30 hours per week (must be in office during class times)
- Support For the Nations by:
 - Helping further the mission of *For the Nations* (with a focus on children/youth education): *To serve refugee families by providing education and acculturation services that meet both short and long-term needs, and to share with them the gospel of Jesus Christ*
 - Developing relationships with our students and volunteers

Other Functions

- Help with after-school tutoring programs for children once per week
- Assist in our Summer Reading Program for kids K-8th
- Support other FTN programs as needed

Required Qualifications

- Christian in good standing with his/her local church
- Willing to raise individual support for annual salary*
- Passion for helping people
- Friendly, organized, flexible, & self-motivated
- Excellent intercultural and interpersonal communication skills
- Strong written and verbal skills
- Experience working with diverse and/or international communities
- Able to be both direct and kind
- Good at working in teams & independently

Other Preferred Qualifications

- Strong administrative, computer, and organizational skills
- Experience in working with nonprofits and/or ministries

How to Apply

- Send resume to Lauren Kirkpatrick, Director of Operations: laurenk@ftnro.org
- Apply at www.ftnro.org/careers
- *We are currently **unable** to sponsor work visas