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October 2021

## **Volunteer Coordinator - Safe Families for Children ®**

### **Description**

Building Families for Children, Inc. (BFC) is a faith-based, family services nonprofit agency located in Columbia, Maryland. The mission of BFC is to share the love of Christ by helping Maryland's most vulnerable children thrive in families. BFC has a part-time opening (10 hours/week) for a Volunteer Coordinator through our Safe Families for Children® program. Safe Families for Children® is a network of Christian families that extends the community safety net by providing parents in need with a loving sanctuary for their children in time of crisis.

### **Position**

The Volunteer Coordinator leads efforts related to recruiting, approving, and retaining Safe Families for Children (SFFC) volunteers. The Volunteer Coordinator is responsible for developing and maintaining positive relationships with volunteers to help SFFC grow and succeed. The Volunteer Coordinator works closely with the SFFC Director and assists with church and community outreach and providing services to children and families as needed.

### **Requirements**

A bachelor's degree or equivalent years of experience. Knowledge of faith-based initiatives and volunteer coordination experience preferred.

Applicants must possess the ability to work a flexible schedule with some evening and weekend hours, have reliable transportation and be compatible with a faith-based approach and environment.

To be considered for the position, candidates must be self-motivated and well-organized. In addition, candidates must possess outstanding skills in these critical areas: (1) written & verbal communication, including public presentation; (2) time management; (3) critical thinking and problem solving; (4) ability to work independently as well as with a team; (5) ability to work comfortably in both secular and faith-based environments; (6) interpersonal relationships; and (7) case management.

If you meet the above qualifications and are interested in employment at Building Families for Children, Inc., please send a detailed resume to: SFFC Program Director, Building Families for Children, 7161 Columbia Gateway Drive, Suite A, Columbia, Maryland, 21046 or e-mail a resume to [jobs@buildingfamiliesforchildren.org](mailto:jobs@buildingfamiliesforchildren.org). The BFC Job Application Form may be downloaded from the agency website at <https://buildingfamiliesforchildren.org/employment/>.

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