



POSITION: DIRECTOR OF VOLUNTEER ENGAGEMENT AND PARTNERSHIPS

ACCOUNTABLE TO: HHH EXECUTIVE DIRECTOR

RESPONSIBLE FOR: N/A

EXEMPT, FULL TIME (FTE 1.0)

OUR VISION: Central Christian Church and His Helping Hands seeks to be a body of disciples who bring glory to God in all things according to Scripture – worshiping him, equipping His people, and evangelizing the world – as we eagerly anticipate the restoration of heaven and earth under one head, Christ the king.

HHH VISION STATEMENT: To proclaim the Gospel of Jesus Christ with every person in our community, while providing for their physical needs and connecting them to the local church.

HHH MISSION STATEMENT: His Helping Hands exists to demonstrate the love of Christ by addressing the physical needs of individuals in the Wichita and Sedgwick County areas who are facing hardships, including victims of natural disasters, families living below the poverty line, and at-risk families. We are dedicated to proclaiming the Gospel of Jesus Christ to every person we serve, while fostering connections to the local church and community.

Position Summary: The Director of Volunteer Engagement and Partnerships will provide leadership and direction for His Helping Hands' volunteer engagement and community partnerships. This role is responsible for developing, stewarding, and sustaining relationships with community partners and for building a strong, mission-aligned volunteer ecosystem that supports HHH programs and outreach.

Essential Task: The Director of Volunteer Engagement and Partnerships will perform various tasks but not limited to the list below.

- Develop and oversee a comprehensive volunteer engagement strategy that supports HHH's programs and growth.
- Establish systems for volunteer recruitment, onboarding, training, scheduling, and retention.
- Evaluate volunteer capacity and effectiveness; recommend improvements and growth opportunities.
- Ensure volunteers are equipped, informed, and supported to serve effectively.
- Provide leadership and guidance to volunteers across all programs and events.
- Work with staff to assess volunteer needs and ensure appropriate coverage for distributions and initiatives.
- Address volunteer concerns, conflicts, and feedback with wisdom and care.
- Ensure volunteers follow organizational policies, safety standards, and ministry expectations.
- Build and maintain strong relationships with community partners, including churches, nonprofits, civic organizations, schools, and businesses.
- Serve as the primary organizational representative for community-based volunteer engagement.
- Develop collaborative service opportunities and group volunteer initiatives with partners.
- Represent HHH at community events, meetings, and outreach opportunities.
- Communicate volunteer needs, opportunities, and impact clearly to community partners.
- Share insights and recommendations with leadership to strengthen community presence and volunteer effectiveness.
- Conduct regular check-ins with partners to assess engagement, address concerns, and identify new collaboration opportunities.



- Communicate HHH’s mission, need, and impact clearly and compellingly to current and prospective partners and donors.
- Foster a welcoming, respectful, and God-honoring environment for volunteers and partners.

SPIRITUAL:

Has accepted Christ as his/her Savior and will accept the Central Christian Church 8-point statement of faith.

EDUCATION/CERTIFICATION:

Bachelor’s degree or equivalent experience in nonprofit leadership, ministry, community engagement, or a related field.

REQUIRED KNOWLEDGE:

- Demonstrated experience leading or managing volunteer engagement or community relationships within a nonprofit, ministry, or service-oriented organization
- Strong relational leadership skills with the ability to engage diverse groups and community partners
- Proven ability to develop systems, coordinate people, and lead initiatives
- Excellent communication, organizational, and follow-through skills
- Willingness to work occasional evenings and weekends based on community and volunteer needs

EXPERIENCE REQUIRED:

Experience working with faith-based and community coalitions and building or scaling volunteer programs.

SKILLS/ABILITIES:

- Hospitality: Generates a sense of hospitality by their very presence; communicates with a sense of warmth, openness, and approachability; fosters natural connections between members of CCC and partnering churches.
- Interpersonal Skills: Establishes good working relationships with all levels of the organization.
- Attention to Detail: Keeps the larger picture in mind while tending to the smallest of details.
- Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; seizes opportunities; sets demanding but achievable objectives for self.
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent in communication; and responds to situations with constancy and reliability.
 - Integrity, humility, and service - It is taken for granted that a person who is pursuing full-time compensated ministry will live a life of integrity, humility, and service. These characteristics are not optional.
 - Pragmatic – Must be able to generate sensible, realistic, and practical solutions to problems.
 - Resourceful – Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. A “doer.”
 - First Impression – Professional in demeanor, creates favorable first impression – body language, eye contact, and posture.
 - Team Player – Reaches out to peers. Overcomes “we – they.” Approachable. And wants to do what is best for the organization.

- Conflict Management – Understands natural forces of conflict and acts to prevent or soften them. Effectively works through conflicts to optimize outcome. Does not suppress, ignore, or deny conflicts.
- Drive – Exhibits energy, a strong desire to achieve, and a high dedication level.
- Multi-Task –The ability to do several tasks is imperative.
- Self-Motivated –an intrinsic, motivated to give and do his or her best.
- Technology – Sees culture trends and technology as tools to reach people.
- Relational – The ideal candidate should be able to relate to, connect, and engage with children, teens, and adults from all diverse backgrounds.

Ministry Expectations:

As a staff member of His Helping Hands, I commit to the following:

1. Care for my own soul – spiritually, physically, emotionally, and intellectually.
2. Care for my own family – spiritually and emotionally.
3. Exemplify a godly life in public and private.
4. Handle conflict Biblically.
5. To repent quickly of any revealed sin.
6. Be above reproach in all relationships, protecting against appearance of inappropriate behavior with the opposite sex.
7. Strive to be a humble, servant leader worth following.
8. Be loyal to vision and leadership – speaking positively and fiercely protect both peers and eldership but not overlooking or ignoring wrongdoing. (In no way is this intended to contradict accountability. In any circumstance of wrongdoing or inappropriate behavior of any kind, you are to follow the appropriate communication lines as laid out by the form chart and policy manual).
9. To put the best interest of CCC and partnering churches always before mine or my personal ministry.
10. Be a multiplier of disciples and leaders – Equipping the saints, who will replace you?
11. Make every effort to establish a “team environment” bringing others into conversations and inviting open dialog.
12. To strive to shepherd people with gentleness and love through change, good times, and difficult times.
13. Faithfully and compassionately care for people.
14. Be a learner with a teachable spirit – actively pressing yourself to learn new things.
15. To give my best effort and strive for excellence.
16. To be a servant of the ministry in the workplace willing to step in when and where necessary.
17. To acknowledge communication quickly, even if the answer isn’t known, with an estimate of when you can respond more fully.

Working Conditions:

Primarily office environment with the ability to engage in the community as required.

Physical Requirements:

The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, or carry for a duration of time. Ability to lift 50 pounds. The ability to use fine motor skills including tactile while performing a task.



Direct Reports: N/A

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the position of **Director of Volunteer Engagement and Partnerships**, and I certify that I can perform these functions.

Employee/Applicant Signature: _____ Date: _____

Supervisor/Hiring Manager: _____ Date: _____