

Job Title	Volunteer Services Manager
Employer/ Agency	Interfaith Ministries for Greater Houston
Job Description	<p>Position Summary</p> <p>As the Volunteer Services Manager at IM Houston Meals on Wheels , you will play a vital role in connecting our mission with the dedicated volunteers who make it possible. You'll lead the recruitment, training, and retention of volunteers, ensuring they feel supported, valued, and inspired.</p> <p>Working collaboratively across teams, you will shape an exceptional volunteer experience—whether for individuals or groups—so their time is rewarding, impactful, and aligned with our commitment to serving seniors with dignity and care.</p> <p>Join a team that thrives on community, compassion, and connection, and help integrate volunteerism throughout the organization to strengthen our mission every day.</p> <p>Be responsible for all aspects of an exemplary volunteer program. Develop and a growth plan to realize the Interfaith Ministries (IM) mission. Invite, involve, train, and inspire adults and youth to join in serving our clients. Develop a strong and stable volunteer organization that will provide for continuity including recruiting, on-boarding, educating, retaining, stewarding, and coordinating of all IM volunteers in operations, committee work, and administration. Work closely with all IM departments in support of their volunteer needs and opportunities. Successful incumbency should result in a growing number of volunteers with a deeper engagement and commitment to IM and its mission and to be known throughout the community as a model volunteer program and the Houston volunteer experience of choice.</p> <p>Main Responsibilities</p> <ul style="list-style-type: none"> • Manage Volunteer Services staff to ensure adherence to IM’s mission, compliance with company policies and departmental goals. • Lead staff and volunteers in building a plan of action for IM including effective service and serving an increased number of clients. • Develop a network of volunteer leadership to create, promote and manage a wide range of volunteer opportunities within IM, focusing on opportunities for individuals, stakeholders, donors, faith-based organizations, businesses, corporations, and civic groups. • Develop and supervise IM’s volunteer cycle including recruitment, screening, orientation, training, placement, stewardship, recognition, and reporting. • Create and sustain a volunteer network that effectively supports Meals on Wheels deliveries, Animeals deliveries, Breakfast Bag Assembly and other Senior Services programs. • Establish, maintain, and leverage appropriate technology to manage the Volunteer Services function for all Meals on Wheels projects. • Coordinate with volunteers in the aMOW program by providing training, assigning routes/duties, creating, and organizing route sheets, communicating updates, and collecting month-end volunteer figures for VS reporting and database entry.

	<ul style="list-style-type: none"> Oversee the maintenance of all volunteer records, entry of volunteer information into Better Impact system and provide timely reports on volunteer participation. Represent IM in the community through collaborations, networking and training and community presentations. Support the efforts of the Advancement Team to engage the community, promote all the activities of the organization and identify and garner financial support wherever possible. Participate in meetings and perform other duties, as assigned by the Director.
Qualifications	Qualifications, Skills & Experience <ul style="list-style-type: none"> Bachelor's degree is required. Three years of experience in nonprofit management, preferably volunteer management. Proven abilities in motivating and supervising staff and volunteers. Strong organizational skills. Able to take projects from conception to completion. Event planning experience is a plus. Fluency in written and spoken English is required. Strong communication skills (written and verbal). Self-starter with the ability to work independently and in a team environment with minimal supervision, assisting and calling on team members as necessary. Excellent organizational skills. Ability to plan and organize multiple tasks, handle detailed work, and meet deadlines. Comfortable working with and addressing culturally and ethnically diverse staff, volunteers, and community groups. Proficient in Microsoft Office (Word, Excel, and Outlook). Must have reliable transportation, valid driver's license, and automobile liability insurance. Available to work some weekends and evenings
Salary/Hours	Salary Range: \$65,000.00 To \$65,000.00 Annually; Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://imgh.org/careers/
Opening Date	Immediately

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