



MEDICAL CLINIC
PREGNANCY DIAGNOSIS AND SUPPORT

Volunteer Coordinator Job Description

Job Title: Volunteer Coordinator (Part-Time, 20 hrs/week)

Reports To: Executive Director

Location: Hood River / The Dalles

Schedule: Flexible, with occasional evening/weekend hours for events. Remote flexible & office-based with local travel. Approximately 5-7 hours per week in-office during normal office hours.

Position Summary:

The Volunteer Coordinator will be responsible for recruiting, organizing, leading, and supporting volunteers to strengthen and expand our programs. This person will organize and lead most volunteer training, communications, appreciation efforts, and contribute to the planning and execution of successful, well-attended events. This role is ideal for someone who is people-oriented, highly organized, and excited about helping to grow the effectiveness and excellence of Hope Medical Clinic services.

Key Responsibilities:

Volunteer Management & Growth (50%)

- Develop and implement strategies to recruit, onboard, training, and retainment of volunteers across both locations
- Maintain a volunteer database, schedule, and communication system
- Match volunteers with opportunities that align with their skills and interests
- Conduct orientations and facilitate volunteer training sessions
- Develop and manage volunteer recognition and appreciation initiatives to inspire volunteers

Training, Communication, & Organization (25%)

- Standardize and organize all volunteer trainings and onboarding materials
- Develop clear volunteer guidelines, role descriptions, and communication plans
- Coordinate and lead regular volunteer meetings or check-ins
- Track volunteer hours and gather feedback to improve the experience

Event Support & Engagement (25%)

- Work with staff and volunteers to support the planning and logistics of events
- Help increase attendance and engagement at events through outreach and volunteer coordination
- Provide on-site support at events, ensuring volunteers are well-placed and supported
- Assist in identifying opportunities to expand community engagement

Required Qualifications:

- Committed Christian with a growing personal relationship with Jesus Christ
- Agreement with and willingness to uphold Hope Medical's Statement of Principle, Statement of Faith, and policies
- Strong alignment with the pro-life position and sexual purity standards
- Ability to manage multiple priorities independently while meeting deadlines.
- Previous experience in volunteer coordination, nonprofit work, or community engagement
- Strong organizational and time-management skills; able to manage multiple responsibilities across two locations
- Excellent interpersonal and communication skills (written and verbal)
- Proficient with basic tech tools (Google Workspace, volunteer management platforms, email marketing tools, etc.)
- Event planning experience a plus
- Passion for Hope Medical Clinic

Compensation & Work Conditions:

- 20 hours per week; flexible schedule with some required evenings/weekends for events
- Hourly compensation: \$22/hr
- Hybrid and on-site work at both Hood River and The Dalles

To Apply:

Please send your resume and a brief cover letter to joni@gorgehope.org with the subject line "Volunteer Coordinator Application".