



**Mennonite
Disaster
Service**

About the Organization

Vision: to inspire and equip every Anabaptist congregation to respond in Christian love with volunteers to those affected by disaster

Mission: Mennonite Disaster Service is a volunteer network of Anabaptist churches that responds in Christian love to those affected by disasters in Canada and the United States. While the main focus is on clean up, repair and rebuilding homes, this service touches lives and nurtures hope, faith and wholeness.

Core values:

- Faith: As members of Anabaptist churches, we believe in and practice a life of service and proclamation founded on the Bible and modeled after the life and teachings of Jesus Christ.
- Service: We welcome all who are in our churches and others who share our values to join Christian service opportunities through volunteering, praying and giving.
- Compassion: We practice servant leadership, compassion and cultural sensitivity with fellow volunteers, constituents and those we serve.
- Relationships: We engage all people, partners and organizations with mutual respect, humility and accountability.
- Integrity: We work in an ethical, honest, moral and legal manner.
- Sustainability: As God's stewards, we strive to incorporate quality materials and workmanship, and environmental awareness in providing safe, affordable and sustainable housing.
- History: We are guided by our MDS history of responding to disasters through grassroots volunteerism, binational mandate and mutual aid.

Internship Details

Research and propose volunteer scheduling software programs

- Working initially with the Development Manager to understand the scope of the project
- Volunteer matrix is the vendor we want to evaluate (another possible vendor is Volunteer matters)
 - Determine current and future needs for volunteer scheduling and learn current volunteer scheduling process
 - Construct framework with test scheduling program and test
 - analyze against current process collaborating with the volunteer team
 - Put together evaluation of the new system and present to team
 - Goal to go live with one project in winter as a live test

Volunteer Team administrative assistant role (provide administrative support to the Volunteer Coordinator for Leadership)

- Schedule debriefings and check in calls with project directors (after service term)
- Schedule monthly year-long volunteer check-in meetings
- Send information packets in a timely fashion to Project Leadership and Long Term volunteers.
- Enter service terms and booking ID's for project leader and long term volunteers into the volunteer management system.

- Input volunteer skill set into DonorPerfect database
- Participate in volunteer team and field operations meetings
- Other administrative support as defined and assigned

Other Tasks

- Scanning archive material
- Assist with uploading media into ResourceSpace software
- Participate in 'year-long volunteer' orientation fall of 2018
- Spend a week or more at an MDS project
- Once business practices are in place for linked files and DonorPerfect, work on security and implementation
- Participate in at least one leadership volunteer training during the year
- Perform a project evaluation
- Perform backup role to answer phones and greet incoming visitors
- Other duties as assigned

Qualifications

- Knowledge of and passion for the MDS mission, vision and core values.
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- Ability to work with teams in a collaborative manner