



Job Description

Title: Program & Volunteer Coordinator

How to Apply: Send a cover letter and resume to Crystal at info@lagniappesheridan.org or Lagniappe Ministries, P.O. Box 6355, Sheridan, WY 82801.

About Lagniappe Ministries

Lagniappe Ministries is a faith-based nonprofit dedicated to empowering low-income parents through a paid vocational training program. Our whole-person, individualized approach provides trainees with support from a team of dedicated volunteers and staff, helping them overcome barriers to employment. The program includes elements like Cent\$ible Nutrition, financial literacy, sewing, and GED preparation, all aimed at equipping trainees to secure living-wage jobs with benefits in the community. As a Christian ministry, we offer Bible studies and offer to pray with and for our trainees, creating a spiritually supportive environment. Trainees apply to join our program, demonstrating their readiness for a significant life change and their motivation to work toward a better future. This shared commitment creates a positive and inspiring environment for both trainees and staff. At Lagniappe, we transform lives, bringing families out of poverty in a sustainable and impactful way.

Position Summary

This is a unique opportunity to make a profound difference in people's lives. As the Program & Volunteer Coordinator, you will play a pivotal role in guiding trainees through challenges and helping them achieve meaningful progress, often in just a few months. You will also help trainees meet program standards, track their progress, and mentor them in professionalism with Lagniappe and beyond. This role requires a practicing Christian with an active faith, as you will actively contribute to our ministry's mission of providing holistic, faith-based support to trainees. Your efforts will directly contribute to breaking the cycle of poverty and providing a better future for families. Few roles offer such visible and rewarding outcomes.

This part-time position (10–12 hours per week) includes a mix of trainee mentorship, volunteer coordination, and program support. Training is available to ensure you feel confident and equipped to excel in this transformative role.

Key Responsibilities

- **Trainee Mentorship:** Provide guidance and support, helping trainees overcome barriers related to employment. Communicate program standards clearly, hold trainees accountable to meeting them, and mentor them in developing strong workplace habits and professionalism.
 - **Volunteer Coordination:** Recruit, onboard, and support volunteers, aligning their contributions with program needs.
 - **Program Administration:** Develop and manage schedules, prioritize tasks, and ensure smooth program operations.
 - **Resource Connection:** Identify and connect trainees with housing, legal, and employment resources.
 - **Progress Reporting:** Document trainee milestones and communicate updates to the Director and volunteers.
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Desired Attributes

We're seeking someone who is:

- A practicing Christian with an active faith, committed to living out Christian values and integrating them into daily work.
 - Warm and empathetic, with a passion for helping people.
 - A capable and creative problem-solver.
 - A self-starting multitasker who thrives in a dynamic environment.
 - Patient and understanding, able to work with individuals facing diverse challenges.
 - Comfortable holding others accountable and having difficult conversations to promote growth.
 - Organized and resourceful, with a focus on achieving tangible outcomes.
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Qualifications

Education and Experience:

While training is available, candidates with the following backgrounds will find their skills especially relevant:

- Degrees or experience in social work, human services, nonprofit management, education, or a related field.
- Experience in volunteer coordination, case management, or employment readiness programs.

- Familiarity with trauma-informed care or working with marginalized populations.
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Skills:

- Effective communication with trainees, volunteers, and community partners.
- The ability to prioritize tasks and adapt to shifting program needs.
- Familiarity with job search processes and professional correspondence.
- Basic administrative skills, such as email, scheduling and record-keeping.

Abilities:

- Build trust with trainees and volunteers while maintaining professional boundaries.
 - Reflect Christian values in interactions and decision-making, demonstrating alignment with the ministry's faith-based mission.
 - Respond effectively to challenges and emergent situations.
 - Work respectfully with individuals from diverse backgrounds.
 - Communicate program standards and provide constructive feedback to promote accountability.
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Compensation

- Part-time position: 10–12 hours per week.
 - Pay rate: \$18.50/hour.
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Why This Job is Unique

Few roles offer the opportunity to witness the near-immediate impact of your efforts. In this position, you will:

- See families transform as they move out of poverty.
- Collaborate with a supportive team committed to making a difference.
- Experience the joy of celebrating real, tangible successes—graduations, job placements, and changed lives.

If you're ready to make a lasting impact, we encourage you to apply!