

Volunteer Coordinator — Job Description

The Volunteer Coordinator is the primary contact person for recruiting, training, and arranging participation by volunteers for church events and programs. This position is part-time and reports directly to the Pastor.

As King of Glory continues to grow in the number of ministries and members, a Volunteer Coordinator serves to discover the volunteer needs of our various programs and assist the leaders of those programs in filling the volunteer positions. As the point of contact with volunteers, the Volunteer Coordinator ensures the training and participation of those volunteers.

The Volunteer Coordinator actively recruits and maintains volunteers by:

- getting to know members and potential members of the congregation.
- making and continuing to have personal contact with interested individuals through face-to-face conversation, phone calls, and emails.
- being familiar with the programs and ministries of our congregation and the volunteer needs those programs and ministries have.
- encouraging volunteer participation by
 - publicizing volunteer opportunities during announcements in worship, the weekly bulletin, the monthly newsletter, and occasional direct mailings.
 - having a volunteer table set up in the lobby on Sundays to answer questions and take sign-ups.
 - creating posters and sign-up sheets.
- ensuring volunteers
 - understand and are trained in the duties of what they have volunteered for.
 - aware of the times and places of what they have volunteered for.
- creating and making use of volunteer job descriptions and training materials.
- arranging for an annual public appreciation of our volunteers.
- performing back-ground checks on potential volunteers.
- performing other duties as assigned.

Job Qualifications:

- Strong interpersonal and customer service skills required.
- Exceptional communication skills, both oral and written.
- Professional demeanor, team oriented, positive and engaging attitude.
- Highly self-motivated, self-directed, and attentive to detail.
- Ability to meet deadlines.
- Strong organizational skills (record keeping, time management, follow up, etc.).
- Ability to tactfully handle stressful and difficult situations.
- Strong problem solving skills.
- Strong ethical standards; ability to create trust and integrity with co-workers, volunteers, and community.
- Personal attributes that include reliability, professionalism, ability to work independently, positive attitude, and ability to remain calm in stressful situation.
- Has a passion for seeing people become connected to the church.
- Regular and sustained worship attendance.
- Experience in recruiting, training, and supporting volunteers preferred.
- Experience working in a team-oriented, collaborative environment desired.
- Associates or bachelors degree desired.