

Job Description: Volunteer Coordinator, part time, volunteer

Position: Volunteer Coordinator

Reports to: Senior Pastor

Positions Supervised: Supervise volunteers in assigned ministries.

Salary: This is an unpaid, volunteer position

Benefits: NA

General Description: The Volunteer Coordinator is responsible for establishing and maintaining an effective program for the recruitment, training and development, retention, and recognition of volunteers for the various ministries of Joy MCC. This position will be re-evaluated upon approval of a paid “Minister of Congregational Care” position (estimated to be 2012 or later.)

Work Hours: 8-12 hrs/week Hours may vary according to need. Must be able to maintain limited regular (but negotiable) office hours and be available some evenings as needed.

Expectations:

- 1) Candidates must agree to work within the parameters defined by the Guiding Documents of Joy MCC and to strive toward the achievement of the church culture outlined by the congregation of Joy MCC in those documents.
- 2) Personal skills
 - a) Treat of all individuals with respect and dignity
 - b) Lead by example
 - c) Redemptive conflict resolution skills with emphasis on dialogue versus debate
- 3) People skills
 - a) Ability to form and maintain healthy and constructive relationships
 - b) Ability to express ideas verbally and in written form
- 4) Professional skills
 - a) Ability to train, supervise and delegate tasks to volunteers
 - b) Ability to communicate mission, values, and vision of Joy MCC and complete all operations in congruence with the same.
 - c) Completion of tasks and assignments with accuracy and in a timely manner.

Specific Responsibilities:

- 1) Establish and oversee recruitment procedures to encourage connection with the church, participation in ministry, assimilation of new members, and to meet specific group needs for the ministries of Joy MCC.
- 2) Evaluate the work of team leaders and volunteers to ensure that work processes encourage spiritual nurture and continued participation and that the efforts of volunteers are mutually beneficial.
- 3) Establish a “Volunteer Task Force” to acknowledge, recognize, and support volunteers.
- 4) Participate as a facilitator in Membership Class in order to help connect new members with existing ministries and programs congruent with their gifts and calling. Assist in the assimilation of visitors into membership.
- 5) Design and produce support materials such as brochures, posters, teaching aids, etc. in support of the volunteer program.
- 6) Report questions, comments, or concerns regularly to the pastors.
- 7) Other duties as assigned or as deemed necessary.