

**Position Description:** Volunteer Coordinator

**Reports to:** Lead Pastor

**Directly Supervises:** Volunteers

**Status:** Part-Time averages 10 hours/week

**Probationary Period:** 6 months and must pass a pre-employment background check

**The Vision for our ministry:** God gathers us as a family of Faith to nurture, inspire, and share the love of Jesus with all people.

**Scope of this position:** The Volunteer Coordinator will coordinate ministry opportunities with volunteers of Faith Lutheran Church; a vital ministry of the congregation. ***\*\*Please note the majority of this job can be done remotely.***

**Reporting Relationships:** The Volunteer Coordinator reports to the Lead Pastor while working closely with the Office Administrator, Property Manager and other staff members.

### **Essential Duties And Responsibilities**

- Establish an intentional process/program for new & current members that will engage and involve them in the ministries of Faith Lutheran – purposefully linking “people with their passion”.
- Recruit, coordinate and communicate with volunteers in the following areas:
  - Worship
  - Fellowship
  - Welcome Center
  - Maintenance & Lawn Care
  - Special Events
- Coordinate and recognize, but not necessarily facilitate training of volunteers.
- Communicate with staff and committee leaders regarding upcoming needs, assigned volunteers, training, & supply set-up.
- Attend New Member Orientation to meet with new members and their families to discover interests and to encourage opportunities for involvement within the life of the congregation
- Maintain the congregational database in regards to people’s talents, interests and skills.

### **Skills And Requirements**

- Strong Communication Skills-Phone, email and text
- Basic Computer and App knowledge
- Ability & willingness to ask for help
- Organization
- Attend weekly staff meetings to stay aware of upcoming needs of the congregation and staff
- Actively participate as a valued member of the Faith Lutheran team with a positive attitude and openness and willingness to share in ideas
- Must be committed to the mission of Faith Lutheran Church
- Discretion and confidentiality in all matters related to church members and church business

### **Schedule**

- Primarily flexible; including some office hours and **the balance can be completed remotely.**
- Attendance at weekly staff meetings required

**Education and experience:** No degree required