

CHRIST'S CHURCH OF THE VALLEY	Management System – Job Description	
	OP6001-F029 Volunteer Coordinator	Revision: A
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General Description

The Volunteer Coordinator is responsible for the support of church wide volunteer recruitment, training, scheduling and recognition. This includes leadership and coordination of a volunteer check-in team, processing communication cards, managing the Volunteer Pipeline, coordinating volunteer orientation, ministry fairs and recognition events.

Essential Job Functions

1. Lead a team of volunteers that staffs the volunteer check-in kiosk on Sunday mornings.
2. Process communication cards and other information cards through Fellowship One (registration for classes, first time guests and new families, prayer requests, etc.)
3. Create and update all types of cards used to gather information.
4. Champion the use of Fellowship One to manage the Volunteer Pipeline.
5. Enter, maintain and add jobs for all ministry areas which include ministry descriptions, application requirements, questionnaires as well as personality and spiritual gift assessments.
6. Process electronic and hard copy volunteer applications by conducting initial interview with applicant and updating Fellowship One for next steps in the Volunteer Pipeline.
7. Plan and facilitate monthly volunteer orientation sessions by selecting date, time and location, scheduling volunteer ministry leaders to participate and communicating information about orientation to new volunteers.
8. Develop, maintain and update volunteer orientation materials (hand outs, contact information, lanyards, etc.) with ministry staff.
9. Coordinate and schedule quarterly ministry fairs that involve ministry staff, volunteer ministry leaders and other key volunteers.
10. Facilitate the coordination of ministry specific brochures to be used at ministry fairs (theme, common format, etc.).
11. Plan and implement regular church wide volunteer recognition events.
12. Manage, in Fellowship One, all ministry events requiring registration (Maximum Impact, CIY, PCTC, mission trips, classes, etc.)
13. Perform other duties as assigned.

Education and Experience

This position requires a minimum of 1 to 3 years experience as a staff member in a church or business environment. Possession of a BS/BA Degree in Business or related field is required. (Extensive ministry experience, in some cases, can be substituted.) The successful individual will also possess a working knowledge of Microsoft Office (including Publisher), database and other related applications.

Position Structure and Level

Grade: TBD

Reporting: This position reports to the Associate Director of Adult Ministries

Organization: Adult Ministries

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