

Sample Ministry Position Description (adapted from Marlene Wilson, Volunteer Management Associates)

Job Title: Coordinator of Volunteer Ministries

Responsible to: Rector is staff supervisor; volunteer ministries task force as advisors

Responsibilities:

- Define volunteer needs of the congregation; write job descriptions for each volunteer opportunity
- Conduct recruiting and training interviews
- Coordinate the matching of skills and gifts with the opportunities available or with opportunities that are created to suit the skills
- Supervise volunteer placements
- Initiate appropriate training and orientation for volunteers
- Facilitate volunteer recognition across the congregation
- Work closely with all staff, committees and councils
- Provide staff support to the volunteer ministries task force
- Coordinate one-on-one visits with all members of the church annually

Time required: 20 hours per week; more if mutually agreed

Training provided: Volunteer management training courses, consultation with task force members and community volunteer coordinators

Qualifications and Special Skills: Commitment to God's mission and the church's ministry to support that mission; honest caring for people; organizational skill; motivator; enabler of others. Previous experience as a volunteer coordinator is helpful.

Risk Assessment: High

Comments: This is a pivotal position on the ministerial staff of the church and will involve weekly meetings with the rest of the church staff. The volunteer ministries task force will provide assistance, guidance, and support.